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Volume 3, Number 21 *December 3-16, 1988*

UCSF Newsbreak

Names Quilt Highlights AIDS Awareness Week

Several panels from the Names Project AIDS Memorial Quilt will be on display on campus the week of December 5 in the School of Nursing lobby, plus single panels in the hallway leading to Cole Hall and the hallway between Medical Sciences and HSW (3rd floor HSW) as AIDS Awareness Week continues.

A videotape explaining this powerfully touching quilt will run continuously in the Medical Sciences lobby each day from 11:30 a.m. to 1:30 p.m. And Cleve Jones, executive director of the Names Project, will discuss the making of the quilt on Friday, December 9, at noon in HSW 301 as the final lecture of the week.

There will be a variety of lectures and exhibits on and off campus during the week, all geared to better inform the campus community about AIDS. Topics will range from where a UCSF employee can turn if touched by AIDS to the politics of the disease. Details follow:

- Mon., Dec. 5, noon, HSW 301: "Multicultural Approaches to the AIDS Epidemic." UCSF psychiatrist Mindy Fullilove, MD.
- Mon., Dec. 5, noon, Carr Auditorium, SFGH: "Where Can Employees Turn When Touched by AIDS?" Representatives from UCSF Benefits Office, Affirmative Action/Equal Opportunity, Labor Relations, Employee Rehabilitation, Employee Support Services, Employee Relations and Development & Training. (Also repeated at the VAMC Dec. 6 and on campus Dec. 8—see below).
- Tues., Dec. 6, noon, HSW 301: "The Politics of AIDS." Mervyn Silverman, MD, MPH, director, Robert Wood Johnson Foundation's AIDS Health Services Program; former director, SF Public Health.
- Tues., Dec. 6, noon, VAMC Auditorium: "Where Can Employees Turn When Touched by AIDS?" UCSF Benefits and Services.
- Wed., Dec. 7, noon, HSW 301: "People with AIDS Talk about Living with AIDS." Moderated by Margaret Grade, PhD, deputy director, UCSF AIDS Professional Education Project.
- Wed., Dec. 7, 5:15-6:15 p.m., Toland Hall: "Care for AIDS Care Givers: Professionals, Volunteers & Loved Ones." Staff members of the Center for Attitudinal Healing and the UCSF AIDS Health Project.
- Thurs., Dec. 8, noon, HSW 301: "Where Can Employees Turn When Touched by AIDS?" UCSF Benefits and Services.
- Thurs., Dec. 8, 5:30-7:30 p.m., Laguna Honda School Conference Rm., 1350-7th Ave.: "Exploring the Heart of Healing," a

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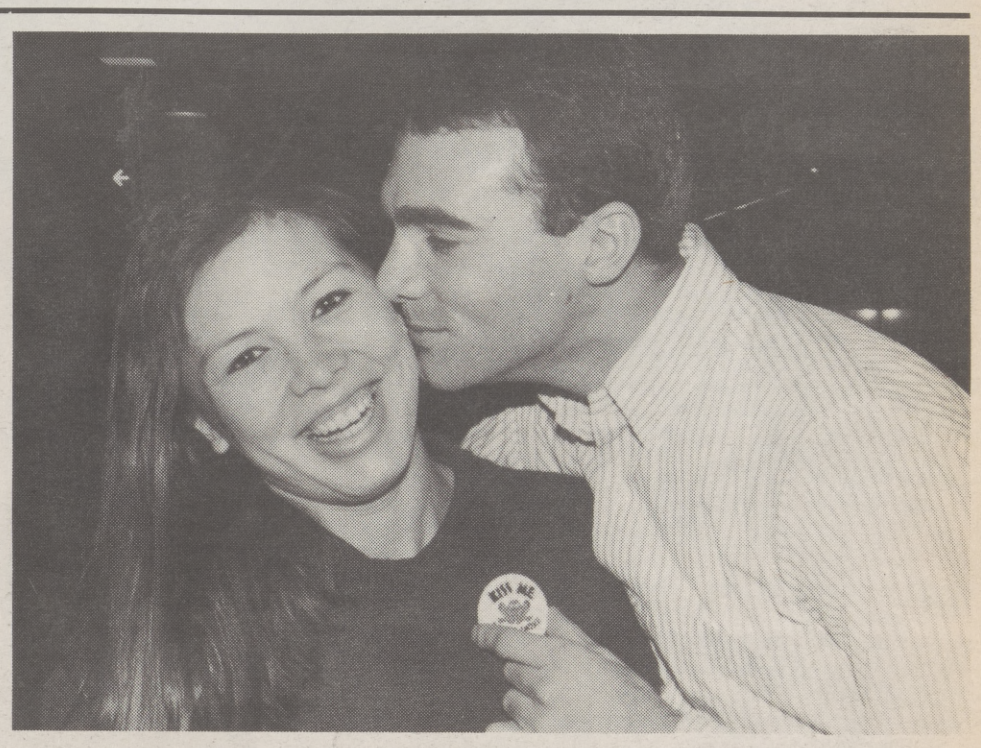


Kiss Me, I Don't Smoke

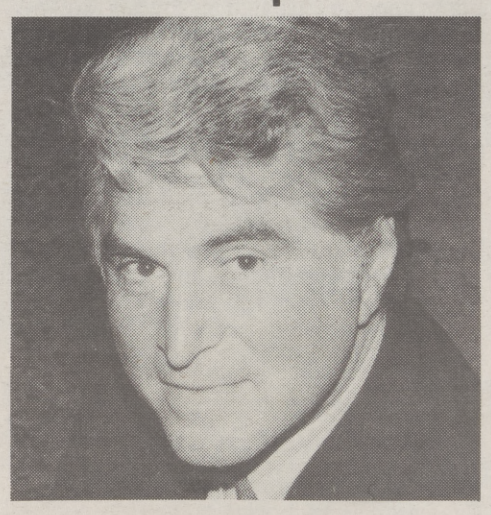
When pharmacy student Sue Watson stopped by her colleagues' booth to ask for a "Kiss Me, I Don't Smoke Button," she had to accept the consequences, delivered by fellow student Mark Taylor. The Schools of Pharmacy, Medicine and Dentistry provided informational booths at various locations across campus on the occasion of the Great American Smokeout, sponsored by the American Cancer Society Cancer on November 17. Campus Smokeout activities, as well as the overall Smokeout campaign for San Francisco, were coordinated by Jim Crawford of Campus Tours/Speakers Bureau.

Stylianos Nicolaidis Comes to Campus

Stylianos Nicolaidis, MD, MS, is on campus for a year as a UCSF Presidential Chair in Physiology and Neurosurgery. Born in a small town called Verria in northern Greece, he resides in Paris and is head of his own neuroscience lab.

While on campus, Nicolaidis has been working for the past few months with physiologists Terry Thrasher, Craig Metzler and Senior Vice Chancellor David Ramsay, on how the brain regulates the body's balance of salt and water.

Using NMR—nuclear magnetic resonance—or more specifically nuclear spectroscopy, he also intends to study rat models with our neurosurgeons, including Chairman Charles Wilson, to see what chemicals are occuring in the regulatory centers of the brain.



Nicolaidis says that his Paris lab primarily has been studying the brain's ability to regulate body weight. "How is it possible that we eat tons of food during our entire life, and for some people the body weight remains constant? The intake of food is *exactly* equal to the outside energy expended."

He contends that this is because the brain regulates a biologically programmed plan

(continued on page 2)

Help SAC Fight Hunger

Certainly you have a few spare cans of soup in your home. Or maybe a box of cereal? During the week of December 12, why not bring some of those food items to campus and donate to a food drive sponsored by the UCSF Staff Advisory Committee.

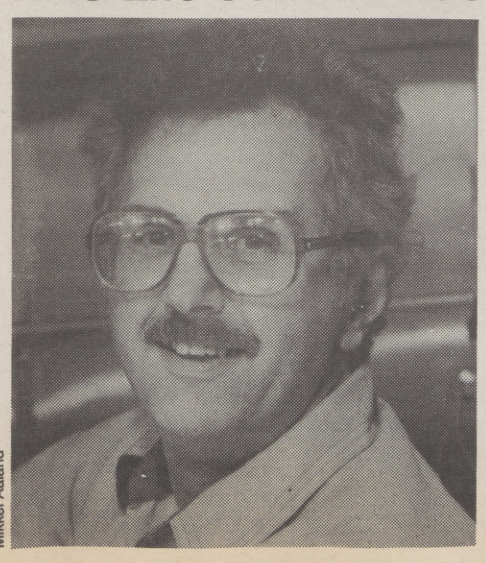
That week, 40 barrels will be placed all over campus, as well as at CED, SFGH, Oyster Point, 20th & Harrison, Laguna Honda, Laurel Heights, and the Buchanan Dental Clinic to collect such food items as canned goods—ham, tuna, stew, chili, nuts, dried beans, evaporated milk, puddings, fruit juices, vegetables, soups, spaghetti sauce—as well as peanut butter, crackers and dry cereal. The food will be going to needy people all over San Francisco—through soup kitchens, emergency shelters and child care programs.

SAC is participating in this effort as part of a Corporate Challenge Food Drive sponsored by the San Francisco Food Bank. It is hoped that some 100 companies and organizations will participate in the drive.

Traditionally, the holidays are a time of giving, but there is a practical reason to have a food drive this time of year: During the winter months many people with seasonal jobs are out of work, and the demand for canned and dried food increases because fresh produce is less accessible.

So, go to your cupboard, pull out a few canned goods and contribute. You'll be feeding some very hungry people, most of them children and senior citizens.

Bruce Alberts is New Chair of NAS Life Sciences Commission



Mikkel Aaland

Bruce Alberts, PhD, professor and chair, biochemistry/biophysics, has been appointed the new chair of the Commission on Life Sciences of the National Academy of Sciences. Alberts received the Academy's US Steel Award in 1975.

Last year elected a fellow of the American Association for the Advancement of Science (AAAS), Alberts is well known for his studies of the enzymes that faithfully and rapidly copy DNA when a cell divides, thus ensuring that each daughter cell gets a complete set of chromosomes.

He is one of the authors of the acclaimed book *The Molecular Biology of the Cell*, which has been described as a "landmark in cell biology." Alberts is a lifetime Research Professor of the American Cancer Society and a member of the American Academy of Arts and Sciences.

Anyone Want to Trade?

The rules of the United Way drawing staged by Campus Administration stated that if you liked another winner's prize better than your own, you were welcome to try to trade it. Here we have Francie Petrocelli, who won a framed photo of the campus donated by Tom Rolinson's office, trying to negotiate with Tom Gwyn, who won a manicure at Saks donated by Susan Montrose. Judging from the enthusiasm that went into this and several other United Way raffles and rallies across campus, it looks like we may have a pretty good year! Check next issue for early campaign results.

Memorabilia Needed for King Week

The Martin Luther King, Jr., Commemoration Committee is seeking articles, artifacts and other display materials for UCSF's fourth annual Dr. Martin Luther King, Jr., Commemoration scheduled for the week of January 9 through 13. If you have anything you'd like to include, please call June Miles at x64501 or Edna Mayhand at x66825.

Keep in mind that this committee of faculty, staff and students from across the campus has been working hard planning a full slate of events for the commemoration. You can look forward to live gospel and other music, panel discussions, a chancellor's address, videos, brown bag talks, elementary school presentations and lots of entertainment, including a tentatively planned Lorraine Hansbury/ACT theatre production and reception. Look for more information next issue!

February is Black Heritage Month

Our campus will observe Black Heritage Month February of next year. Any faculty, staff or students interested in helping plan events to celebrate the month should call Barbara Wilson, x61226; Elbe Clemente-Lambert, x63905; or Paul Porter, x68724.

Seven New Hughes Fellows

Seven new doctoral fellows joined the UCSF family this fall, courtesy of the Howard Hughes Medical Institute. They are (back row, left to right) Abby Dernburg and Eric "Skippy" Fauman, both structural biology; Stephen Ogg, biochemistry; (front row, left to right) Dianne Parry, genetics; Julie Theriot, cell biology; Monica Vetter, neuroscience; and Aaron Neiman, biochemistry. This is the second year at UCSF for Monica and Eric; all others are fresh arrivals.

These Doctoral Fellowships in Biological Sciences are the first in this new HHMI program to support outstanding prospective researchers. Each fellow receives an annual stipend of $12,300 for three years with a possible two-year extension, while the school receives an annual $10,700 cost-of-education allowance for each.

Taxpayers Footing Most of Bill for Firearm Injuries

Firearm injuries are costing the country more than one billion dollars a year, according to UCSF researchers, with nearly 86 percent of these costs being paid by tax dollars.

These findings could provide important ammunition for proponents of gun control legislation.

"When considering laws that would restrict availability of firearms, elected officials must be aware that the issue is not simply one of individual rights, since taxpayers pay most of the costs associated with firearm injuries," says author of the study Michael J. Martin, MD, clinical professor, epidemiology and international health.

Martin and co-researchers examined the 131 firearm injury cases treated at SFGH in 1984. The hospital serves as the trauma center in San Francisco and ambulances in the city are required to transport all firearm victims to SFGH, regardless of injury severity. The total hospitalization costs for the injuries were nearly $906,000—an average of $6,915 per patient, according to the study published in the November 25 issue of the *Journal of the American Medical Association*.

Talent Show Benefits Children with AIDS

Alright, so you're no Fred Astaire. But you can dance, right? Or maybe you can sing, play an instrument, juggle flaming batons, or do something that remotely requires some kind of talent? Well, then you're a candidate for a winter quarter University-wide amateur show, sponsored by the ASUCSF, with all proceeds to benefit children born with AIDS. Just call Caesar Tumakay at the ASUCSF Office, x62010, or 564-0458.

Sorry, Native Sons

In the November 12 issue of *Newsbreak*, we incorrectly identified the chair of the Native Sons of the Golden West's charitable foundation. His name is Howard Kern, and we thank him and the entire organization once again for their generous and continued support for our Center for Craniofacial Anomalies.

Nicolaidis *(continued)*

and that it has specific structures that take care of the balance of weight and calories as well as the balance of salt and water.

His lab also has established a correlation between the brain, food and sleep. "Food affects your metabolism, which affects your sleep. And what you eat gives you a particular kind of sleep. For example, eating a heavy protein meal will cause [what we call] paradoxical sleep (when we dream), which seems to affect your memory."

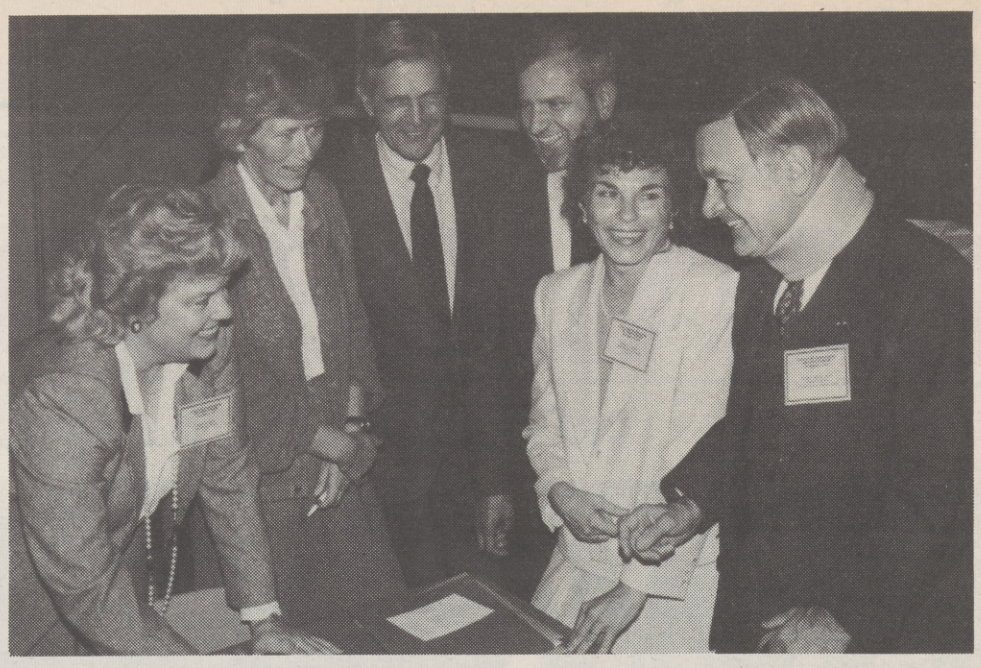
He explains that one of the most fascinating aspects of the work in his laboratory is looking into newly discovered structures of the brain. "You wouldn't expect that in the 80s after centuries of study we would be finding new areas. But we are!"

Nicolaidis plans to give several physiology and neuroscience seminars this winter to the campus community.

A resident of Paris since the age of 17 ("I've been there my entire conscious life," he chuckles), this top-notch researcher has been around the world a few times, but was once a starving student. In fact, he helped pay his way through medical school by tickling the ivories in a jazz band. "We played New Orleans-type music and restricted it to pre-1936 tunes. Jazz is very popular in France, you know."

Nicolaidis is married, has two children, both in school: A son, 22, who plans to direct movies, and a daughter, 26, close to her PhD from Harvard, "who," proud dad boasts, "plans to direct the world. I, however, just direct the brain."

A Craniofacial Partnership



Mikkel Aaland

They have been partners for years—our Center for Craniofacial Anomalies and California Children Services (CCS)—working together to evaluate and treat children with abnormal facial structures. But Friday, November 4, the two organizations came together for the first time to share their problems and concerns at an open forum sponsored by UCSF's Department of Growth & Development (G&D), which includes our craniofacial center.

Nearly 55 percent of the craniofacial patients seen at UCSF receive some level of support from the CCS, a unique agency providing case management for children with birth defects and other illnesses, as well as financial assistance to their families.

Above, at the forum are (left to right) Marysue Bacon, financial analyst, G&D; Karin Vargervik, interim chair, G&D; director, Center for Craniofacial Anomalies; George Chierici, associate dean, academic affairs, School of Dentistry; David Laone, chief, regional operations unit, CCS SF/Southern CA divisions; Elaine Snyder, administrative assistant, G&D, who coordinated the event; and Robert Nolan, medical consultant, CCS, SF division.

No "Outbreak" of Q Fever on Campus

There has been no recent "outbreak" of Q fever on campus, according to Senior Vice Chancellor David Ramsay.

Because all sheep carry the organism which can cause Q fever in humans, it is anticipated that people who work around sheep may develop antibodies to the Q fever organism. This year, out of 231 employees tested who have worked in the sheep facility, 17, or 7.3%, developed antibodies, the same percentage as last year and the year before. Most did not get sick. Three people on campus did develop symptoms of Q fever, normally a mild flu-like disease easily treated with antibiotics.

The Campus Biosafety Committee oversees policies for activities in the sheep containment facility and Environmental Health & Safety monitors for compliance, Ramsay stated.

Cancer Cluster Called into Question

A report issued recently by the San Francisco Department of Public Health indicated a statistical increase in the number of childhood cancer cases in Noe/Eureka Valley, but declared this could be a chance finding. Investigations of "cancer clusters" rarely identify the possible environmental cause, especially in non-occupational settings, the report stated. Further, the slight excess number of cancers indicated in Noe/Eureka Valley showed more than one kind of cancer and, therefore, the report stated a single environmental exposure was unlikely to be the cause. In the Haight area, immediately adjacent to the campus, there were no statistically significant excesses in cancer cases.

Several stories in the *San Francisco Chronicle* quoted speculation by some residents of Noe/Eureka Valley that emissions from UCSF might be the cause of the "cluster." Other residents speculated the cancers were caused by "microwaves" from Sutro Tower.

The fact is, there is no evidence that anything being emitted from UCSF is responsible for the cancer cases. According to Vice Chancellor Bruce Spaulding, an ongoing campus study appears to show that most UCSF emissions are so small they cannot be measured in the community. The study also shows that the predominant wind from the campus does not blow southeast over Noe/Eureka Valley.

If the Department of Health decides further study is warranted, the campus will cooperate in any way it can, Spaulding declared.

The Friends of Noe Valley has scheduled a neighborhood association meeting to provide the Department of Public Health the opportunity to talk about the analysis and any next steps on Monday, December 12, at 7 p.m. at the James Lick Auditorium on Noe between Clipper and 25th Street.

AIDS Awareness Week *(continued)*

video featuring Stephen Levine and Ram Dass on how to provide support to people with life-threatening illnesses. Discussion to follow.

- Fri., Dec. 9, noon, HSW 301: "We Bring a Quilt." Cleve Jones, executive director, Names Project.
- Information tables will be set up each day from 11:30 a.m. to 1:30 p.m. in the Medical Sciences lobby and the cafeteria hallway at SFGH to give out SF AIDS Foundation pamphlets.
- Some 30 national AIDS posters will be on display in the cafeteria hallway at SFGH on December 5, and the main lobbies of CED on December 6, VAMC on December 7, and Medical Sciences on December 8 and 9.
- Most of the lectures will be videotaped for future viewings.
- Every campus and Medical Center department should have received by now a poster showing all of the week's events. In addition, all staff employees, students and house staff soon will receive a UCSF Employee AIDS Handbook explaining, among other things, UC policies relating to the disease, issues of contagion in a health care center, and ways of avoiding infection.

For further information on all of the above events call Bruce Flynn, Employee Rehabilitation Services, x62621. Follow-up on AIDS Awareness Week and future UCSF AIDS-related events will be reported in upcoming issues of *Newsbreak*.

UCSF *Newsbreak*

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Deadline for the next issue, which will cover December 17, 1988-January 13, 1989 (four weeks) will be on Tuesday, December 6, at 11 a.m. Please send campus news copy to Allen Balderson, Medical Center news to Dawn Finch, and calendar and gazette items to Donald Hickerson, all at Box 0462. Last-minute copy can be taken over the telephone by calling x61541 or x62557.

Editor: Allen J. Balderson
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Calendar, Gazette editor: Donald Hickerson
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Photography: Allen Balderson, Dawn Finch, Donald Hickerson

Michela Reichman, Assistant Chancellor—Communications

Gazette

Honors & Awards

Mikkel Aaland

Patricia R. Underwood, clinical professor, mental health & community nursing: Elected fellow of the American Academy of Nursing. She was recognized for developing self-care models of psychiatric nursing practice for the severely and chronically ill and the elderly.

Noemi Sohn, program assistant, Rape Prevention Education Program: Appointed to the board of directors of the Asian Women's Shelter, which provides counseling, shelter and support for Asian victims of domestic violence.

Promotions

Promotions are made available to this publication after they are processed by the Personnel Department.

Elaina Jurecki, dietitian II, nutrition & dietetics.

Lynn Kelly, programmer analyst I, computer center microcomputer support.

Martha Kortebein, vocational rehabilitation counselor, personnel/employee rehabilitation services.

Anthony McGrue, senior computer operator, HISD: computer services.

Larry Morrision, stores worker, materiel management.

Benyam Mulugata, parking representative, parking operations.

John Nitis, senior parking representative, parking operations.

Kevin O'Leary, storekeeper, materiel management.

Henry Rucker, senior security guard supervisor, police.

Charlotte Ruffini, administrative assistant III, restorative dentistry.

Anneliese Schermann, administrative assistant II supervisor, ob/gyn.

Sharon Wheeler, administrative assistant II, pharmaceutical services.

Appointments

Christopher A. Slaboszewicz, administrative budget manager, Business & Fiscal Services. MSO in the Department of Biochemistry & Biophysics since 1985, he was previously a project manager at PGE working on energy saving programs. In his new position, Slaboszewicz, who will report to Vice Chancellor Bruce Spaulding, will develop and implement an annual budget process for all of the campus administrative units under Senior Vice Chancellors Suelzle and Ramsay. He is now consulting with each of the administrative units to determine existing procedures and to gain an understanding of the budgets already in place and the range of functions for each unit.

Publications

Howard A. Liddle, associate professor, family & community medicine: Editor, *Handbook of Family Therapy Training & Supervision* (Guilford Press, NY, 1988).

In Memoriam

Douglas B. Shaw. A native of the Bay Area, he came to UCSF in 1980 from Methodist Hospital in Houston. As a senior development engineer and manager of the Hospital Biomedical Equipment Group, Shaw was instrumental in greatly upgrading the skill level of his unit to match the sophistication of their new equipment. He was particularly responsible for the vastly improved monitoring units now on line in the intensive care units.

Douglas J. Hamm. A former general manager of a medical transcription company, he came to UCSF in 1980 as a transcriptionist in hospital pathology services. He was appointed supervisor of the medical transcription unit in Medical Records in 1985 and successfully achieved the move of the unit to CED in 1986. While on medical disability shortly before his death, Hamm completed the essential research for the purchase of the transcription unit's new, up-to-date equipment.

Yin L. Chow. A native of Canton, China, he came to the US in 1977 and became a custodian in Environmental Services in 1978. Because of his versatility and reliability he served as a relief and float custodian in departments all over the hospital.

Contracts & Grants

To be listed recipients should send the appropriate information to News Services, Box 0462, attention: Newsbreak gazette.

Perinchery Narayan, assistant professor, urology: $131,232 from the Southwest Oncology Group, San Antonio for *Cancer Outreach Program at UCSF.*

Ronald A. Siegel, assistant professor, pharmacy: $179,940 from the Whitaker Foundation for *An Implantable Self-Regulating Mechanochemical Insulin Pump.*

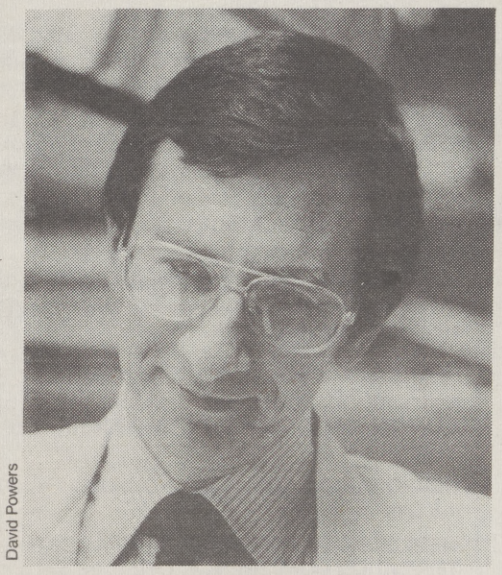
Melvin D. Cheitlin, professor, cardiology: $1,000,000 from NIH for *Frequency & Cause of Echocardiograph Abnormalities among Patients with HIV Antibodies, Lymphadenopathy & AIDS.*

Altman to Head Fresno Program

One of the most popular administrators in the School of Medicine—David Altman, MD—has been named associate dean and director of the UCSF-Fresno Central San Joaquin Valley Medical Education Program. He will take his new position this June.

A member of the UCSF faculty since 1978, Altman began his role of student advocate in 1983 when he was appointed associate dean for student affairs. Two years later, Altman also took on the title of associate dean for curricular affairs, a position held by Alan Goldfien, MD, since 1973.

According to Altman, UC has an ongoing commitment to provide the Central Valley with a program that not only educates students, but also offers continuing education for physicians already in practice. Altman says that even though his new position is administrative, he expects to continue teaching and attending.



David Powers

Service Awards

Service awards are issued on staff members' tenth anniversary of employment (or longer, in increments of five years). Names are provided by Personnel as awards are processed. Campus and Medical Center departments should send criteria to Personnel as employees become eligible for service awards.

Carmen Arias, 10 years, Environmental Services

Kenneth Ates, 15 years, Radiology

Arturo Bongco, 15 years, Pharmacy

Otha Boston, 20 years, Laundry/Linen

Daniel Bucks, 10 years, Dermatology

Kathleen Duffy, 15 years, Emergency

Manuel Gonzales, 15 years, Accounting

Gloria Harris, 20 years, Medical Records

Josephine Herman, 10 years, Accounts Receivable

Rose Jackson, 20 years, Admitting

Lynn Kelly, 10 years, Computer Center

Emma Kirkham, 10 years, Admitting

Diosdad Mabunga, 10 years, Animal Care Facility

Dorothy MacLin, 25 years, Medical Records

Francisco Prado, 15 years, Accounting

Barbara Reeves, 15 years, Environmental Services

Judy Thoma, 20 years, Accounting

Mario Torres, 15 years, Pharmacy

Willie Trotty, 20 years, AIS

Ida Marie Williams, 10 years, Environmental Services

Hardy White, 20 years, Environmental Services

Danilo Yeo, 15 years, Medical Records

Bryce Boyer Wins Royer Award

Berkeley psychiatrist Bryce Boyer, MD, is the winner of the 1987 J. Elliott Royer Award, given annually to a psychiatrist or neurologist with a practice in San Francisco or the East Bay.

Boyer has been known for his work in psychoanalytical psychotherapy of severely disturbed patients. But, for more than 30 years now, he has been working with anthropologist Ruth Boyer, his wife, to study several southwestern Native American tribes, two Northern Athabaskan speaking tribes in Alaska, Alaskan Eskimos and Laplanders in Northern Finland in an attempt to bring psychoanalytic knowledge and understanding to the field of anthropology.

He hopes that this will demonstrate the interactions among child rearing processes, social structure and personality organization.

The Royer Award was established by the UC Regents in memory of the late Oakland neuropsychiatrist who left an endowment to recognize significant contribution to the advancement of psychiatry and neurology.

Patient Volunteers Needed

Patients with mild heart impairment are needed for a UCSF drug study. Volunteers for the study will be reimbursed. For further information call Arline Gordon, RN, x65352.

A Few Systemwide Grant Deadlines

● UC's Biotechnology Research & Education Program is looking for proposals for research, planning and conference projects addressing scientific problems at the cutting edge of biotechnology. Each campus or affiliated laboratory may submit two proposals in basic sciences or engineering for biotechnology. Deadline is Monday, January 16. For further information contact Thomas Kornberg at x64963 or the program office at (213) 206-6814.

● Cancer research funds are available from the President's Systemwide Cancer Research Coordinating Committee for 1) new faculty and established investigators to initiate cancer projects, 2) established investigators to initiate studies in new areas 3) researchers who would like to expand their studies by adding a postdoc. Deadline is Friday, January 27. For further information call x62977.

● Funds also are available from the Cancer Committee to sponsor conferences and seminars on current topics in cancer research. Faculty from all campuses are encouraged to submit applications for either campus-wide or University-wide lectures. Support for established and continuing seminars and conferences will not be provided. There is no deadline date to submit applications. Worthy proposals will be funded as long as funds remain. For further information call x62977.

● Candidates now are being sought for the UC President's Fellowship Program, established to encourage minorities and women to pursue academic careers. The $1.2 million program, believed to be the largest of its kind sponsored by a major university, helps scholars who have PhDs to complete research and obtain academic experience necessary for university teaching positions. Deadline is Thursday, January 5. For further information write: The President's Fellowship Program, Office of the President, University of California, 359 University Hall, Berkeley, CA 94720.

Today/Tomorrow

3 Saturday

ORTHOPEDIC GRAND ROUNDS: Bothin Aud., SF Children's Hosp. 8-9 a.m.

ANESTHESIA MORBIDITY/MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

SURGERY GRAND ROUNDS. Toland Hall. 8:30-9:30 a.m.

LOW VISION FORUM

Anatomy & Physiology of the Eye. William Good, Oph. A series of programs for the blind & visually impaired. 374 Parnassus. 11 a.m.-1 p.m.*

5 Monday

MOBILE MAMMOGRAPHY SCREENING SCHEDULE

Women can have low-cost mammograms—x-rays to screen for breast cancer—from a mobile van that travels to convenient locations in the Bay Area.

Women need the approval of their physicians to have the mammogram. The procedure takes approximately 20 minutes and costs only $40 ($50 beginning Nov. 28). To make an appointment call 990-0459 or x62193 between 9 a.m. and 3:30 p.m.

The van will be at the following locations for the next two weeks:

- Dec. 5-9: Embarcadero, on Drumm St. between Sacramento & Clay.
- Dec. 12-16: On Taraval St. between 17th & 18th Aves.

E. GEORGE'S PASTELS

Pastel art by Elizabeth George on display at the Faculty/Alumni House, Dec. 5-Feb. 28. Opening reception for the artist Tues., Dec. 6, 4-7 p.m. For more information call x64723.

OTOLARYNGOLOGY GRAND ROUNDS: *Gastro-Esophageal Reflux.* David Altman, Gastroent. *Antibiotic Update.* Vincent Pons, Infec. Dis. S 214. 8-10 a.m.

LARGE WOMEN'S GROUP

As I Am. Therapist Iline Kittredge on her personal experiences as a large woman. First meeting of the Large Women's Support Group. C 130. Noon-1 p.m. For more information call x65836.*

BRAIN TUMOR RESEARCH SEMINAR: *Cytogenetic Damage as a Measure of DNA Damage.* William F. Morgan, Radiobio. HSE 317. Noon.

OVEREATERS ANONYMOUS MEETING: N 417. 12:10 p.m. Call Janet, x61504.*

LESBIAN SUPPORT GROUP. N 517. 1-2 p.m.

LABORATORY MEDICINE GRAND ROUNDS: *Experiment Models for Alzheimer's Disease.* Paola Timiras, Physio. & Anat., UCB. L 535. 4-4:50 p.m.

6 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th Fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Wound Healing in Osteotomies.* Leonard Kaban, Oral & Max-Fac. Surg. C 701. 8 a.m.

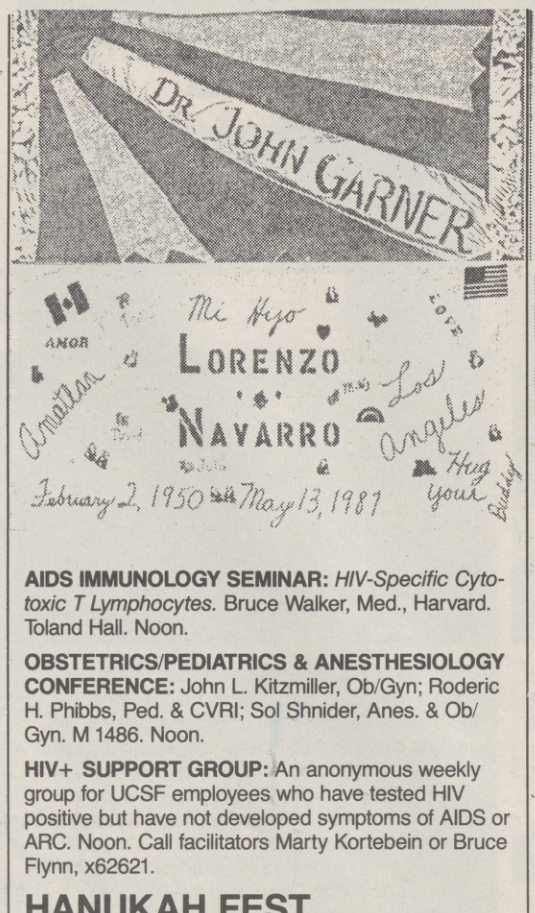
OB/GYN & REPRODUCTIVE SCIENCES GRAND ROUNDS: *Current Techniques in Fertility Management.* Brian Cohen, Ob/Gyn., U Texas, Dallas. UCSF Laurel Heights Aud. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS. Carr Aud., SFGH. 8-9:30 a.m.

NEW EMPLOYEE ORIENTATION: *UCSF Policy, Procedures & Benefits.* Presented every other Tues. All new employees are urged to attend. S 214. 8:30 a.m.-noon. To register call Leonardo Florendo, x61073. Medical Center employees call Gemma Reiser, x64846.

PSYCHIATRY GRAND ROUNDS: *The AIDS Health Project: A Community Psychiatry Response to the AIDS Epidemic.* James Dilley, Psychr. LPPI Aud. 11 a.m.-noon.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.



AIDS IMMUNOLOGY SEMINAR: *HIV-Specific Cytotoxic T Lymphocytes.* Bruce Walker, Med., Harvard. Toland Hall. Noon.

OBSTETRICS/PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

HIV+ SUPPORT GROUP: An anonymous weekly group for UCSF employees who have tested HIV positive but have not developed symptoms of AIDS or ARC. Noon. Call facilitators Marty Kortebein or Bruce Flynn, x62621.

HANUKAH FEST

Jewish Women's Support Group's second annual Hanukah potluck lunch celebration. Women's Resource Center, 1308 3rd Ave. Noon-1 p.m. Call x65836 to sign up.

BIOCHEMISTRY & BIOPHYSICS: *Developmental & Regulatory Expression of Pit-1 Specific Genes.* Michael G. Rosenfeld, Med., UCSD. HSW 301. 4 p.m.

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

NEUROLOGY GRAND ROUNDS: *Steps in the Delineation of Disease: Some Lessons from the Peripheral Nervous System.* Roger Gilliatt, Neuro., National Hosp., London. S 664. 5-6 p.m.

RADIATION ONCOLOGY CHAIRMAN'S RESEARCH CONFERENCE: *Thermal Injury & Thermal Radiosensitization.* William C. Dewey, Rad. Onc. L 34. 5 p.m.

7 Wednesday

MORNING MEDITATION: Relaxation, meditation, reflection & prayer for ourselves, others & our planet. N 733. 7-7:45 a.m. For more information call the Landberg Center, 564-3515.*

PLASTIC SURGERY GRAND ROUNDS: *Pigmented Lesions of the Skin.* James Anthony, Plast. Surg. R.K. Davies. 7 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call coordinator Michele Hinojosa, x61662.

CHRISTMAS SALE

Gold jewelry for sale & orders taken for Christmas candy, fruits & nuts, to benefit UCSF's Hospitals Auxiliary. Med. Sci. lobby. 8 a.m.-5 p.m.*

ENDOCRINE GRAND ROUNDS: *Production & Biological Actions of Parathyroid Hormone: Newer Approaches through Techniques of Molecular Biology.* John T. Potts, Jr., Med., Harvard. M 1486. 8:30 a.m.

ANATOMY SEMINAR: *Molecular Approaches to the Pathogenesis of a Parasitic Disease.* Judy Sakanari, Path. HSE 1309. Noon.

BROWN BAG LECTURE SERIES: *Sleep Disorders & Snoring.* James K. Brown, Med. HSW 300. Noon. Call x64394.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

NUTRITION SEMINAR: *Measurement of Energy Expenditure in the Clinical Setting.* Carol Porter, Nutr. & Diet. S 214. 3-4 p.m.

PHYSIOLOGY/ENDOCRINOLOGY/CELL BIOLOGY/PHARMACOLOGY SEMINAR: *The Molecular Genetics of Cystic Fibrosis.* Brandon Wainwright, Biochem., St. Mary's Hosp., UK. HSW 300. 4 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. L 1361. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

CHILD NEUROLOGY CONFERENCE. M 666. 4:30 p.m.

PATHOLOGY GRAND ROUNDS: *Congenital Malformations of the CNS.* Richard L. Davis, Path. & Neuro. HSW 508. 5:30-6:15 p.m.

SF HISTORY CLASS: A series of free classes taught by historian Charles A. Fracchia. Toland Hall. 7:30-9:30 p.m.*

8 Thursday

MEDICAL GRAND ROUNDS: *Hypercalcemia, Hyperparathyroidism & Malignancy: Recent Advances in Diagnosis & Management.* John T. Potts, Med., Harvard. Toland Hall. 8-9 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

PEDIATRIC GRAND ROUNDS: *Pediatric Preventive Cardiology I: The Child with a Genetic Disorder of Lipoproteins.* Mary J. Malloy, Ped. & Med. S 664. 8:30-9:30 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Exercise Testing for Occupational Lung Disease.* Michael S. Stulberg, Med. Carr Aud., SFGH. 9:15-10:45 a.m.

PRIMARY CARE LECTURE SERIES: *Arrhythmia.* Jon Langberg, CVRI. *HIV Antibody Testing.* Bernard Lo, Med. A 455. 10 a.m.-noon.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

UCSF/MT ZION GERIATRIC GRAND ROUNDS: *Stroke Rehabilitation.* Jules Steimnitz, Med. Mt. Zion. Herbst Hall, Mt. Zion. Noon.

NEURO-ONCOLOGY TUMOR BOARD. L 34. 12:30-1:30 p.m.

CLINICAL ONCOLOGY CONFERENCE. M 1296. 2 p.m.

NEURORADIOLOGY GRAND ROUNDS. HSW 303. 4-5 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1161. 4-6 p.m.

ORTHOPEDIC SURGERY STAFF CONFERENCE. A 630. 4-5 p.m.

PRIMARY CARE GRAND ROUNDS: *Management of Breast Cancer.* Brian Lewis, Med. & CRI. A 455. 4:30 p.m.

NEUROSURGERY GRAND ROUNDS. HSW 302. 5:15-6:30 p.m.

RADIOLOGY GRAND ROUNDS: *Amniotic Fluid.* Roy A. Filly & Peter Callen, both Radiol. & Ob/Gyn. HSW 301. 5:15-6:15 p.m.

COLE HALL CINEMA: *Coming to America.* Eddie Murphy, the African Prince in Manhattan. Children under 14 $2; UCSF students & employees, seniors & MU members $2.50; general $3. Cole Hall. 5:45 & 8:15 p.m.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A116. 6 p.m.*

9 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

CIRCLE OF SISTERS: Weekly support group for black women working & studying at UCSF. C 130. Noon-1 p.m.

AIDS AWARENESS W

A week of lectures & exhibits to increase campus awarene
article on page 1.

- Mon., Dec. 5: *Multicultural Approaches to the AIDS Epidemic.* Mindy Fullilove, Psychr. HSW 301. Noon.
- Mon., Dec. 5: *Where Can Employees Turn When Touched by AIDS?* UC Benefits Office. Carr Auditorium, SFGH. Noon.
- Tues., Dec. 6: *The Politics of AIDS.* Mervyn Silverman, Inst. Hlth. Policy Studies. HSW 301. Noon.
- Tues., Dec. 6: *Where Can Employees Turn When Touched by AIDS?* UC Benefits Office. VAMC Auditorium. Noon.
- Wed., Dec. 7: *People with AIDS Talk about Living with AIDS.* Moderated by Margaret Grade, UCSF AIDS Professional Education Project. HSW 301. Noon.

REPRODUCTIVE BIOLOGY SEMINAR: *Tole of Extracellular Matrix in the Modulation of Growth Factor Effects on Skeletal Muscle Development, Differen... tion & Regeneration.* Richard C. Strom, Zoo., UCB. M 1486. Noon.

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

PATHS OF HEALING & WHOLENESS SEMINAR: *Homeopathic Medicine & Self-Care.* Dana Ullman. N 517. Noon-1 p.m.*

COLE HALL CINEMA: *Coming to America.* Eddie Murphy, the African Prince in Manhattan. Children under 14 $2; UCSF students, seniors & MU members $2.50; general $3. Cole Hall. 6:30 & 9 p.m.*

10 Saturday

ORTHOPEDIC GRAND ROUNDS. Herbst Hall, Mt. Zion. 8-9 a.m.

ANESTHESIA MORBIDITY/MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

SURGERY GRAND ROUNDS. Toland Hall. 8:30-9:30 a.m.

12 Monday

FOOD DRIVE BEGINS

Staff Advisory Committee's food drive for the SF Food Bank, today through Friday. For details see story on page 1.*

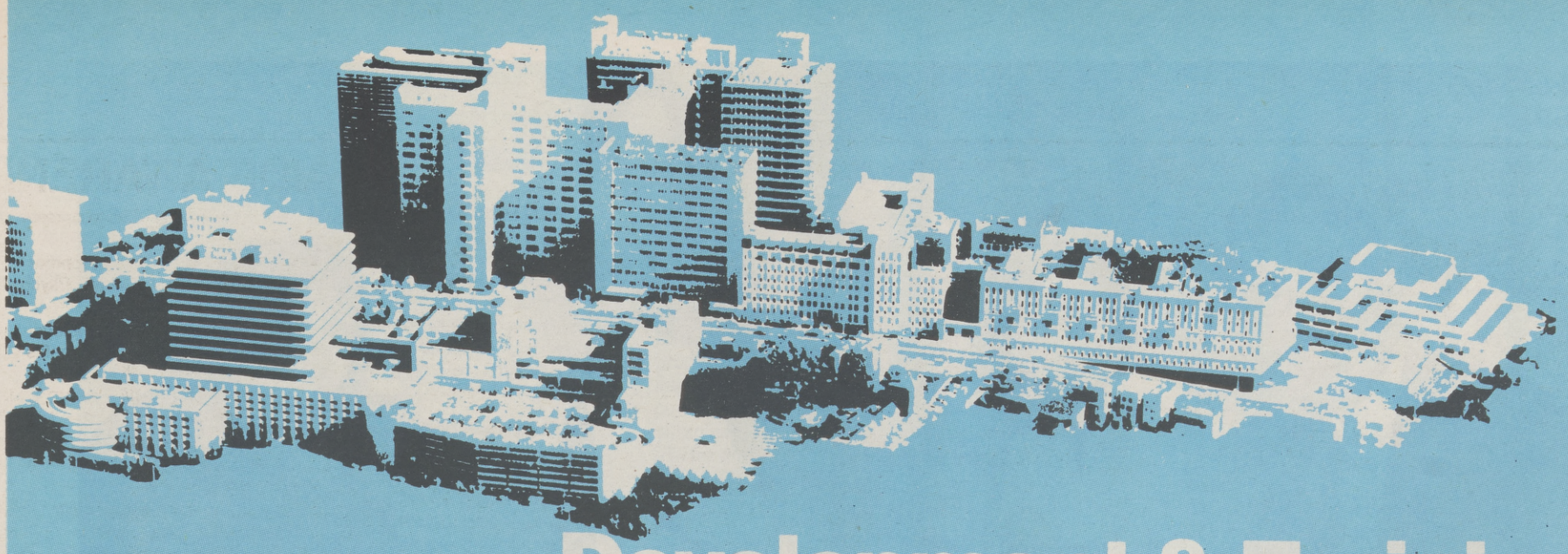
OTOLARYNGOLOGY GRAND ROUNDS: *Interventional Neuroradiology: Indications & Techniques.* Van Halbach, Radiol. *Imaging Techniques of the Neck: CT vs. MRI.* William Dillon, Radiol. S 214. 8-10 a.m.

OVEREATERS ANONYMOUS MEETING: N 417. 12:10 p.m. Call Janet, x61504.*

WOMEN'S GROWTH & SUPPORT GROUP: First meeting of a new drop-in group for UCSF women. C 130. Noon. For more information call x65836.

LESBIAN SUPPORT GROUP. N 517. 1-2 p.m.

LABORATORY MEDICINE GRAND ROUNDS: *The Investigation of the Child with an Inborn Error.* Seymour Packman, Ped. L 535. 4-4:50 p.m.

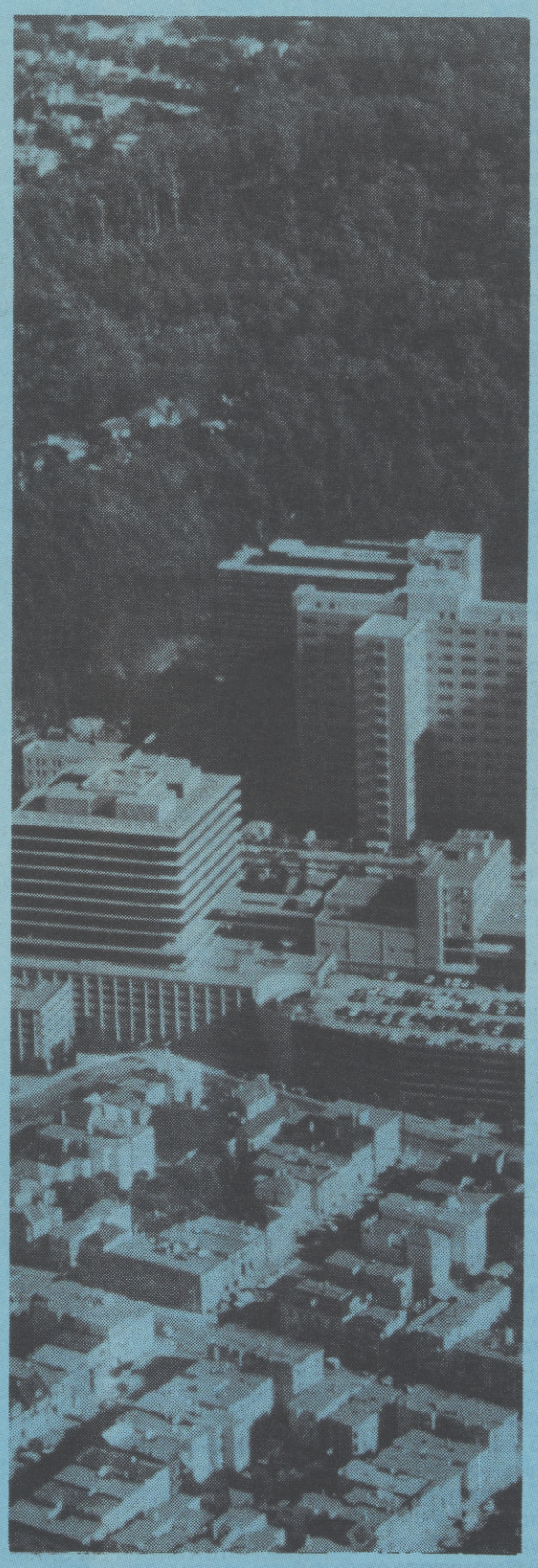


Development & Training Courses for Staff Employees

This insert provides a schedule of the classes available to UCSF employees from January through March, 1989.

Course announcements will appear again in the *Newsbreak* at the end of February, 1989.

Please remove and save the insert as your course reference for the next three months.



WHAT IS DEVELOPMENT AND TRAINING?

The Development and Training Division is a service division of the Personnel Department. Its aim is to provide high-quality, low-cost training programs which will increase the effectiveness of employees in their current jobs as well as contribute to their professional development. Since all training programs are designed and evaluated on whether they meet organizational and employee needs, please call us at X64032 with your comments, ideas, and suggestions.

WHO CAN ENROLL IN COURSES?

All UCSF staff employees are eligible to attend the courses described in this insert, no matter which personnel policies or labor contracts govern their conditions of employment. If an employee takes classes during work hours, the only approval required for enrollment is the supervisor's signature.

Course fees can be paid either by employees or by their departments. Decisions about on-the-job attendance and fee payment are negotiated between employees and their supervisors. Supervisors are responsible for final decisions.

WHO TEACHES COURSES?

Most instructors are drawn from the UCSF campus. However, because we are a health sciences campus, outside consultants often teach courses in disciplines not represented on this campus. For those courses, we seek experts from other educational institutions, business, and industry.

WHAT COURSES ARE OFFERED?

About 150 courses are offered annually from October through June, covering a wide variety of employee needs and requirements. The basic curriculum includes supervisory and management skills development, organizational policies and procedures, computer, writing and clerical skills training, grants management and accounting processes, health and safety programs, and employee development. This insert advertises upcoming classes from January through March. Look for the next insert in February, 1989.

WHO TAKES COURSES?

About 4,000 UCSF employees per year are seeking to improve their skills and abilities through Development and Training services. These are individuals who want to perform their jobs in a more informed manner, and who want to get the latest in state-of-the-art approaches to doing their work better.

UCSF

University of California, San Francisco
...A Health Sciences Campus

Labor Relations Supervisory Series

Instructors are from the UCSF Labor Relations Department. They are, left to right, Wendell Adams, Senior Labor Relations Analyst; Mary Henry, Senior Labor Relations Analyst; Elba Clemente-Lambert, Senior Labor Relations Analyst; Linda Glasscock, Labor Relations Coordinator (Lead Instructor); Lawrence Hanson, Labor Relations Advocate; Michele Graf, Senior Labor Relations Analyst.

SUPERVISORY SKILLS

Pre-Supervisory Training

Neuritsa Lancaster
Consultant
9006 Mondays,
January 9, 23, 30, February 6
9 a.m. - 12 noon
Fee: $20

This course is an introduction to supervision with emphasis on those skills applicable to non-supervisory positions as well. The importance of team effort aimed toward common goals and maintenance of a positive work climate will be stressed. Participants will be able to:
☐ List supervisory job duties
☐ Identify necessary skills and abilities
☐ Describe roadblocks which supervisors often encounter
☐ Distinguish between forces working for, versus against, the resolution of problems
☐ Recognize common time wasters
☐ Demonstrate a model of delegation that maintains accountability

Continuing education credit will be available for nurses who attend this workshop.

Supervisor's Training Program

Gayla Tyson
Assistant Personnel Director & Manager
UCSF Development & Training Division
9003 Thursdays,
January 26, February 2, 9, 16, 23, March 2
8:30 a.m. - 12 noon
Fee: $20 (includes manual)

The Supervisor's Training Program offers six sessions of skills building in the significant areas of supervisory responsibility. Supervisors who complete this course will be able to:
☐ Identify the essential laws, labor contracts, personnel policies, and University procedures governing their decisions as UCSF supervisors
☐ Receive first-hand information from unit managers of Employment, Classification Services, Employee Relations, Labor Relations, Employee Rehabilitation, Employee Support Services, Affirmative Action, and Campus Risk Management
☐ Practice state-of-the-art approaches to performance evaluations, solving problems, effective styles of leadership, and employee motivation

This course is designed for supervisors who have direct responsibility for three or more subordinates. Staff members who are not yet full supervisors are encouraged to take "Pre-Supervisory Training" designed especially for aspiring supervisors.

Continuing education credit will be available for nurses who attend this workshop.

Performance Evaluation Workshop

Noël Christian
Consultant in Human Resources/
Management Development
9004 Wednesday, March 1
8:30 a.m. - 4:30 p.m.
Fee: $5

If you dread doing performance evaluations, you are not alone. Nearly every manager has mixed feelings about evaluations. Employees share similar concerns. Performance evaluations do not have to be difficult or unproductive. They can be mutually satisfying, increase productivity, and improve the performance of the department. As a result of participating in this workshop, you will be able to:
☐ Plan, prepare for, and conduct a performance evaluation
☐ Review the causes for unsuccessful performance evaluations and consider suggested approaches for successful performance evaluations
☐ Communicate the acceptable as well as the unacceptable performance of an individual in a positive, developmental manner
☐ Gain insight into the processes of establishing mutual goals and objectives, standards and expectations

Continuing education credit will be available for nurses who attend this workshop.

Labor Relations Supervisory Series

Labor Relations Department Staff
9005 Tuesdays,
February 28, March 7, 14
8:30 a.m. - 12 noon
No Fee

The Labor Relations Department offers, in a three-part course, the basics of collective bargaining and labor contract administration for the supervisor or manager in a unionized university teaching hospital. At the conclusion of this three-part series, the supervisor or manager should be able to:
☐ Understand the rights and responsibilities of management, unions, and employees, including the roles of the union representative and the supervisor
☐ Understand the essential elements for successful participation by the supervisor in the arbitration process, including testifying as a competent and credible witness
☐ Understand the major components necessary in the discipline and dismissal process
☐ Understand the major components necessary to develop an employee attendance control program

Preference is given to HERRA designated supervisors.

Continuing education credit will be available for nurses who attend this workshop.

How to Conduct the New A&PS Performance Evaluation

Julius Katz
Manager, UCSF Employee Relations Division
9001 Wednesday, February 1
8:30 - 11:30 a.m.
Fee: $5

This three-hour workshop is for supervisors of Administrative and Professional Staff (A&PS) employees. It will include preparation for conducting the A&PS performance evaluation, review of the new evaluation form, determination of criteria for establishing standards and goals, and discussion of the relationship between the merit process and performance evaluations.

Interview and Selection for Supervisors and Managers

Shirley Carpenter
Manager, UCSF Employment Division
9002 Thursday, February 9
1:30 - 4:30 p.m.
Fee: $5

Your department or operational unit has a vacancy. You are the person responsible for conducting the interviews and making the selection. You want the best person for the job, and you also want your selection to be fair and legal. This one-half day workshop will help you make that fair decision. As a result of this workshop you will be able to:
☐ Conduct a job analysis
☐ Determine applicant selection criteria
☐ Distinguish between legal and illegal interview questions
☐ Conduct an effective interview
☐ Assemble and prepare the information needed by the Employment Division to make a hire

Continuing education credit will be available for nurses who attend this workshop.

Managing a Culturally Diverse Workforce

Marlene Shigekawa
Management Consultant
9007 Friday, January 27
8:30 a.m. - 4:30 p.m.
Fee: $20

Managers, supervisors, and other personnel who deal with employees from culturally different backgrounds often face communication barriers and differences in work styles which diminish job effectiveness and departmental productivity.

This workshop will help you explore ways to bridge cultural differences. As a result of this workshop, you will be able to:
☐ Recognize mainstream American values and how they may conflict with the cultural values of others
☐ Identify your own cultural values and how they influence your management style
☐ Pinpoint cultural differences causing problems in cross-cultural communications and job accomplishment
☐ Demonstrate cross-cultural communication skills
☐ Build an intercultural team

MANAGEMENT DEVELOPMENT

Conflict Management Workshop

Noël Christian
Consultant in Human Resources/
Management Development
9008 Monday, March 13
8:30 a.m. - 12:30 p.m.
Fee: $5

Conflict is inherent in communication/interaction between humans. It may be positive in some instances, negative in some, and irrelevant in others. Without conflict, however, no growth takes place, whether in individuals, groups, or society as a whole. This workshop provides the opportunity to look at the repertoire of conflict-handling skills available when individuals face conflict situations, and to consider different approaches in different situations. As a result of participating in this workshop, you will be able to:

☐ Identify and evaluate the ways in which you currently deal with conflict - your productive and counterproductive styles
☐ Analyze the effectiveness of your approaches
☐ Modify or change your conflict-handling modes if you choose to do so

Continuing education credit will be available for nurses who attend this workshop.

Leadership Effectiveness

Neuritsa Lancaster
Consultant
9009 Monday, March 20
9 a.m. - 4:30 p.m.
Fee: $35 (includes workbook/survey)

Leadership involves two major elements: task (getting the job done) and relationship (working with and through others). When you supervise and have a project or task to accomplish, you will find yourself in the leadership role. This workshop will help you work and communicate with others. You will be able to:

☐ Identify your leadership style preferences
☐ Capitalize on the strengths of your preferred styles
☐ Augment your styles by utilizing the strengths of others with different styles
☐ Extend your options by practicing new approaches with different styles
☐ Moderate your strengths so that they do not become excessive

Continuing education credit will be available for nurses who attend this workshop.

ORGANIZATIONAL PROCEDURES

New Employee Orientation Program

Susan Eveleth
UCSF Career Development Specialist, and
UCSF Personnel Department Staff
Tuesdays, Ongoing program
throughout the year

This program serves to welcome new employees and to provide information vital to their first weeks of employment. It is designed as an overview of the campus community and to enhance the orientation new employees are given within their individual departments. This four-hour program is presented twice a month. Supervisors should call X61073 to schedule new employees who have not received an orientation notice within three weeks of their starting date. Employees will be introduced to:

☐ Historical origins and current structure of UCSF
☐ UCSF's role as a major health sciences center
☐ Policies and procedures of interest to new employees
☐ Explanation of financial benefits
☐ Special resources for UCSF employees

Contracts and Grants Workshop

UCSF Contracts and Grants Staff
9010 Wednesday, February 15
1 - 4 p.m.
9011 Wednesday, March 15
1 - 4 p.m.
Fee: $5

The Contracts and Grants Workshop is offered to instruct employees in the elements of a proposal budget, and in the procedures for getting the proposal through the system. The workshop is intended to help employees avoid the errors most commonly made and, thereby, to facilitate proposal submission. The workshop will focus on:

☐ The elements of a budget
☐ The Contracts and Grants Approval Form
☐ The NIH 398 application forms

Vendor Payments

Gene Brekhus
Supervisor, Accounts Payable Division
UCSF Accounting Office
9012 Wednesday, January 18
8:30 a.m. - 12 noon
9013 Wednesday, March 8
8:30 a.m. - 12 noon
Fee: $5

Each department in the University is responsible for approving invoices for payment after goods and services have been received, and for advising the Accounting Office if payment is not in order. This course will give you the information you need in order to use effectively the accounts payable vendor payment system. You will learn:

☐ How to pay your bills
☐ What approvals are necessary
☐ When a purchase order is required
☐ How to fill out a check request form
☐ How to determine if a bill has been paid
☐ How to deal with exceptions to normal processing

Materiel Management Workshop

Dave Kolsom
Deputy Purchasing Manager
UCSF Materiel Management Department
9014 Tuesday and Wednesday, January 10 & 11
8:30 a.m. - 12:30 p.m.
9015 Wednesday and Friday, March 15 & 17
8:30 a.m. - 12:30 p.m.
Fee: $15 (includes manual)

This workshop discusses various buying practices, procedures, and policies that affect department purchases.

First Day
☐ Materiel Management organization
☐ What to expect from purchasing
☐ How to use various purchase orders
☐ Employee vendors/Conflict of interest
☐ Source selection
☐ Transportation of goods
☐ Small Business Program

Second Day
☐ Planned purchasing
☐ Campus agreements
☐ Commodity discussions (Relocation/household moves, furniture, radioactive materials)
☐ Equipment management
☐ How to use Reprographics and Quick Copy
☐ Stores Operation (Warehousing, Stores, Surplus and Storage, Chemical Stores, etc.)

Payroll Workshop

John Bouchard
Management Services Officer
UCSF Accounting Office, Payroll Division
9016 Thursday, January 5
9 a.m. - 12 noon
9017 Wednesday, February 8
1:30 - 4:30 p.m.
9018 Wednesday, March 22
9 a.m. - 12 noon
Fee: $5

This workshop is offered to familiarize departments with the various payroll functions and services provided. The course is designed to identify and discuss the most common problem areas encountered in payroll processing activities.

As a result of attending this workshop, you will be able to:

☐ Distinguish between positive/negative time reporting requirements
☐ Prepare a complete new hire packet
☐ Complete various payroll forms
☐ Interpret the Distribution of Payroll Expense Report

Reading the General Ledger

Jane Powers
Assistant Accounting Officer
UCSF Accounting Office
9019 Wednesday, January 25
8:30 - 11:30 a.m.
Fee: $5

This course offers employees the opportunity to learn about account/fund coding structure; preparation and type of journal entries; how to read the general ledger and who to call for accounting information.

As a result of attending this class you will gain basic information for:

☐ Preparing journal entries
☐ Understanding the various types of entries in the general ledger
☐ Distinguishing between the four major elements of the general ledger: budget, financial, encumbrances and balances
☐ Learning how to read the general ledger
☐ Determining how and who to ask for help in the Accounting Office

Travel Expense Processing

Ron Kos
Assistant Disbursement Manager
Bob Huckaby
Accounting Assistant
UCSF Accounting Office, Travel Section
9020 Thursday, January 12
9 a.m. - 12 noon
9021 Friday, February 3
9 a.m. - 12 noon
9022 Thursday, March 9
9 a.m. - 12 noon
Fee: $5

This workshop is for faculty and staff employees who process travel expenses and who need an understanding of Policy and Procedures. Participants will learn:

☐ What types of travel expenses will be reimbursed
☐ How to fill out UCSF travel forms
☐ How to obtain discount information on hotels and car rentals

Grants Training Program: Cost Transfers

Extramural Funds Division Staff
UCSF Accounting Office
9023 Monday, March 6
9 a.m. - 12 noon
Fee: $5

All University financial transactions are subject to audit. One area in which the University is particularly vulnerable is cost transfers. Accordingly, this course is designed to:

☐ Insure compliance with all federal, state, and local regulations
☐ Put in place clear, concise procedures to be used, thereby reducing the time it takes to prepare cost transfers in the departments and to review them in the Accounting Office
☐ Focus on procedures which will minimize disallowances due to incomplete documentation, poor explanation or improper (not allowable or applicable) cost transfers
☐ Reduce or avoid cost transfers

This course is mandatory for departmental reviewers of cost transfers. Other interested users of UCSF cost transfer systems are also welcome.

Benefits Training Workshop

Judy Kell and Sandra Norberg
UCSF Benefits Representatives
Register by calling instructor at X61843

This program is designed for employees who are assigned the responsibilities of providing new employees in their department with information about insurance and retirement benefits. Workshops will be held for as few as three people and will provide an overview of benefits relating to insurance and retirement. Also, participants will learn about the resources available to them for reference.

DEVELOPMENT AND TRAINING COMPUTER CLASSES

To register for the following classes mail a Development and Training application form to Box 0834, or for additional information call X64032.

Demystifying Computers and Introduction to Operating Systems

Women's Computer Literacy Project
Consultant
9025 Wednesday, February 8
9 a.m. - 4:30 p.m.
Fee: $50

This is an introductory course for those who know nothing about computers or those who have been using a computer for a specific task but wish to become more self-sufficient.

The course material is especially suited to those students wishing to use or purchase either hardware or software. You will learn:
☐ The basic vocabulary of computers so you will understand all the computer buzzwords and jargon
☐ An overview of the "big three": word processing, spreadsheets, and database management
☐ How to use the operating system (DOS) to keep your information in a tidy and useable fashion

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before registering for this class. It is also suggested that you follow this course with a course in word processing, so that you can apply what you learned in this class.

Introduction to Word Processing

Women's Computer Literacy Project
Consultant
9026 Tuesday, February 7
8:30 a.m. - 4:30 p.m.
Fee: $50

This workshop is designed for employees who have no experience with a word processing software package. The word processing application introduced in this workshop is WordPerfect using an IBM XT computer. The class is generic, so students will be able to work with other brands of software or hardware (including Macintosh computers). The topics and functions covered will be:
☐ The components of a work station
☐ Keyboard functions for word processing systems
☐ Care of diskettes
☐ Start-up procedures
☐ Creating a file
☐ Formatting a letter
☐ Editing
☐ Storing
☐ Printing

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before registering for this class.

Introduction to Database Management

Women's Computer Literacy Project
Consultant
9027 Tuesday, January 10
8:30 a.m. - 4:30 p.m.
Fee: $50

This class is designed for students who have never used database management software before. The class is generic, so students will be able to work with any brand of software or hardware (including Macintosh).
Database management is a "fancy" word for electronic filing. If you maintain manual files and are constantly updating, sorting, or looking up information in these manual files, you may want to install automated, electronic filing instead. In this class you will learn:
☐ How to design the computer-based filing system you need, both now and in the future
☐ How to do indexing and searching to optimize the performance of your system
☐ How to design your system to avoid having to enter the same pieces of information in many separate files

If you have never used a computer, it is recommended that you complete "Demystifying Computers" before registering for this class.

Introduction to Spreadsheets

Women's Computer Literacy Project
Consultant
9028 Tuesday and Wednesday
March 7, 8:30 a.m. - 4:30 p.m. &
March 8, 8:30 a.m. - 12 noon
Fee: $90

This class is designed for students who have never used a computer-based spreadsheet, or who have been using a spreadsheet that someone else has designed, and want to know more.
The class is generic, so students will be able to do their work using any brand of software and hardware (including Macintosh computers). However, this class will use Lotus 1-2-3 to do all hands-on training. After attending this class you will be able to:
☐ Recognize which paper-and-pencil tasks make sense to computerize using spreadsheet software
☐ Understand how to use the basic functions of any spreadsheet program
☐ Learn more advanced applications on your own by using the tutorial programs that are included with your program

Students are encouraged to bring a spreadsheet problem to the first day of class.

If you have never used a computer before, it is recommended that you complete "Demystifying Computers" before registering for this class.

COMPUTER CENTER CLASSES FOR IBM & UNIX SYSTEMS USERS

For additional information, or to register for a Computer Center class, call X62974. See the Computer Center Newsletter for complete class descriptions and a list of scheduled classes.

General Orientation Clinic (No Fee)

This clinic includes an explanation of both mainframe and microcomputer facilities, a brief tour of the Computer Center, and an optional 15 to 20 minute demonstration of CMS or UNIX. For additional information, call X64440.

Introduction to UNIX and vi

This class covers introductory UNIX information; logging in and logging out; a brief discussion of the hierarchical file system; basic UNIX shell commands, and an introduction to vi, the display-oriented interactive text editor. Fee: $100.

Document Preparation on UNIX using *Nroff*

This class introduces some of the simplest and most common commands used by *nroff* for formatting letters, manuscripts, and papers on the UNIX system. Fee: $60.

UNIX Mail

This class covers the features of the UNIX mail command and includes information on how to send and receive electronic mail or files between on-campus computers, and between a campus and an off-campus machine. Fee: $30.

Introduction to CMS, Part 1

This class is an introduction to CMS (Conversational Monitor System), an interactive system available on the IBM computer, and covers the following information on the elementary features of CMS: logging on, file manipulation, the XEDIT editor, and the CP/CMS environment. Fee: $30.

Introduction to CMS, Part 2

This class is aimed at users who have completed the introductory class, or who have some familiarity with CMS. Topics covered include an expanded discussion of file management, file modes, the printing of CMS files, electronic mail and "conversations", online documentation, news, and self-teaching tools. Fee: $30.

SPSSX: Introduction

This class is an introduction to the workings of SPSSX. It covers how to get your data into SPSSX, cleaning and documenting your SPSSX system files, sorting your cases, and using procedures for simple descriptive statistics. Fee: $60.

Introduction to SCRIPT

This class covers simple SCRIPT control words used to achieve formatted correspondence and manuscripts. Fee: $60.

Introduction to CMS, Part 3

This class is aimed at users who have either completed the first two courses or are very familiar with CMS and wish to further develop their skills and learn more advanced techniques. Topics covered include an overview of the CP spooling facility and its relation to CMS, a brief discussion on exec writing in REXX, and the use of VMSCHEDULE.
Fee: $30.

Using CMS Electronic Mail

This class covers the use of the local CMS MAIL command to send and receive electronic memos or existing files to and from userids, either local or on other BITNET nodes. Fee: $30.

Introduction to GML

This class includes using the layouts and tags of GML (General Markup Language) which provide an easy and consistent way to produce formatted documents. Fee: $60.

SAS: Introduction

Topics covered in this class include: The DATA and PROC statements, data input and output, getting your data into shape, sorting and merging data, creating, documenting, and storing SAS system files, DO loops, IF THEN ELSE statements, SAS formats, and error diagnosis. Fee: $90.

Intermediate SAS

This course covers intermediate Proc Step and Data Step applications, techniques for recoding and creating variables, merging and splitting files, making strategic choices among some of the more commonly used statistical procedures, and an overview of non-standard ways to build SAS datasets such as through the use of FSEDIT and FSCALC. Fee: $60.

SAS: Report Writing

This course focuses on presentation report techniques using the 3800 and the 2700 printers for SAS data sets. Fee: $60.

SAS/GRAPH

This course focuses entirely upon the creation and manipulation of graphs using SAS/GRAPH. Fee: $40.

SPSSX: Advanced Data and File Management

Topics covered include: VECTOR processing, DO IF—END IF structures, reading data with the FILE TYPE GROUPED, FILE TYPE MIXED, and RECORD TYPE commands, the DO REPEAT command, and the splitting and merging of files. Fee: $30.

COMPUTER CENTER CLASSES FOR IBM PC USERS

For additional information, or to register for a Computer Center class, call X62974. See the Computer Center Newsletter for complete class descriptions and a list of scheduled classes.

Microcomputer Orientation Clinic (No Fee)

This clinic includes a brief tour of the User Room facilities, and a discussion of the fundamentals of using the available microcomputer hardware and software. For additional information call X64440.

Introduction to Microcomputers

An overview of microcomputer concepts, hardware, and software. Fee: $30.

PC Systems - 1

An introduction to the Disk Operating System (DOS) for the IBM-PC and compatibles. This class covers the elementary DOS commands necessary for using the PC, and the installation of new software. Fee: $50.

PC Systems - 2

This class focuses on directory structures and the logic and use of subdirectories. The use of batch files to invoke application programs also is introduced. Fee: $50.

PC Systems - 3

This class extends the concepts and skills introduced in PC Systems - 2. System configuration with the CONFIG.SYS file, complex batch files, and piping and redirection are explained. Fee: $50.

PC Systems - 4

Advanced DOS commands and special topics are covered in this class. Backup and restore problems, fixed disk formatting, device drivers for various disk drive types, diagnostics and error messages, and extended/expanded memory are included. Fee: $50.

Lotus 1-2-3, Part 1

This class provides an overview and introduction of the Lotus system. The lecture introduces the spreadsheet's structure, data entry procedures, and essential commands. Fee: $50.

Lotus 1-2-3, Part 2

This class covers the database management features of Lotus. In addition, macros and graphics are introduced. Fee: $50.

Advanced Lotus 1-2-3

Advanced functions of 1-2-3 are explained in greater detail. Advanced macros, formulas, functions, worksheet organization and problems from students are discussed. Fee: $50.

Introduction to Microsoft Word

This introductory class covers elementary and intermediate operations. The first session covers choosing commands; entering, revising, moving, copying, and selecting text; printing; spelling; thesaurus; hyphenation; and "help". The second session covers searching and replacing text; character, paragraph, and division formats; windows; the glossary; and style sheets. Fee: $100.

Advanced Microsoft Word, Part 1

This class covers more advanced applications including printing form letters and mailing labels, creating and completing pre-constructed forms, entering footnotes, compiling an index and table of contents, and outlining. Fee: $50.

Advanced Microsoft Word, Part 2

Additional advanced Word capabilities are covered, including document management and retrieval, line drawing, arithmetic operations, sorting, macros, and using Word with Lotus 1-2-3 and graphics. Style sheet topics are also discussed. Fee: $50.

WordPerfect, Part 1

This class covers WordPerfect's basic word processing commands, including those used to create, edit, and print documents. Also introduced are macros, and the interaction between WordPerfect and DOS. Fee: $100.

WordPerfect Accelerated

This class is an introduction to WordPerfect for people who already are familiar with word processing concepts. The class is also an excellent review for WordPerfect users who are not yet using the program to its full potential. For complete description of the course contents, hours, and fee, see WordPerfect, Part 1.

WordPerfect, Part 2

This class focuses on installation procedures, printer definition, and advanced document formatting procedures. Problems from students also are discussed. Fee: $50.

CLERICAL SKILLS

Typing Instruction Via Computer

Ronda Goldstein
Business Communications Consultant
9032 Tuesday, Thursday and Friday
January 31, February 2, 3
10 a.m. - 12 noon
Fee: $35

This is a typing course designed for students of all levels. Using an IBM-PC and an easy-to-use typing tutorial program, you can learn the keyboard without peeking at the keys, and improve your speed and accuracy. For additional practice, an excellent and inexpensive typing exercise book will be available. Enrollment in this class will be limited to 10, so be sure to register early.

Basic Medical Terminology I

Sally Stewart
Medical Record Administrator
UCSF Medical Records Department
9030 Tuesdays, February 7, 14, 21, 28
March 7, 14, 21, 28, April 4, 11, 18
1:30 - 2:30 p.m.
Fee: $20

Have you ever spotted an interesting job opening which requires all your current skills except one - knowledge of medical terminology? Do you already have a job in which you type medical words but do not know their meaning? Have you ever wondered how many errors you make in medical transcription because you could not read someone's writing? If you answered "yes" to any of these questions, this course will help you build a foundation for learning very basic medical terminology. These sessions will provide a structure for you to:

☐ Memorize 50 word roots related to the human body
☐ Memorize 15-20 suffixes for diseases and symptoms
☐ Memorize 15-20 suffixes for surgical procedures and medical tests
☐ Understand approximately 120 medical terms

Weekly quizzes are used to assist you in learning and identifying your strengths and weaknesses.

Survival Skills for the Administrative Assistant

Gail Banish
UCSF Development and Training Division, and
Representative Speakers from UCSF Departments
9031 Tuesdays, February 7, 14, 21
8:30 a.m. - 12 noon
Fee: $20 (includes manual)

This workshop will include instructors from Accounting, Materiel Management, and the Personnel Department. An overview of procedures and forms related to the subjects listed below will be presented. A comprehensive manual of the most commonly used UCSF forms, and a list of services and resources will be distributed.
Subjects covered:

☐ Payroll
☐ General Ledger
☐ Travel
☐ Vendor Payments
☐ Materiel Management (Purchasing)
☐ Personnel Divisions
☐ Employment (Recruiting Process)
☐ Networking

Survival Skills for the Administrative Assistant

Instructors are from a variety of UCSF units. They are, standing from left to right: Gene Brekhus, Supervisor, Accounts Payable Division; Susan Eveleth, Career Development Specialist; Bob Huckaby, Accounting Assistant; Jane Powers, Assistant Accounting Officer.

Seated from left to right: Ron Kos, Assistant Disbursement Manager; Gail Banish, Administrative Assistant, Development and Training Division (Lead Instructor); Dave Kolsom, Deputy Purchasing Manager; John Bouchard, Management Services Officer.

WRITING SKILLS

Writing and Editing Professional Journal Articles

Barbara Nelson
Writing Consultant
9029 Monday, Wednesdays & Fridays
February 8, 10, 13, 15, 17
10 a.m. - 12 noon
Fee: $20

This workshop focuses on the specific writing skills and techniques relevant to professional journal writing in all sciences. The entire writing process from generating the ideas to producing the polished final product will be examined. Professional articles will be critiqued to determine the components of ones which are well-written. That knowledge will then be applied to your own writing. As a result of attending this workshop, you will be able to:

☐ Understand the writing process
☐ Avoid writer's block
☐ Organize complex materials effectively
☐ Write articles with a clear focus and logical development
☐ Know when to use professional jargon
☐ Choose the right verb tense for reporting and analyzing data

Instructor: Barbara Nelson

Principal, Nelson Communications
Mill Valley, California
Courses: Writing and Editing Professional Journal Articles
Basic Grammar for Writing
Writing and Editing Skills

Barbara is an English honors graduate from the University of Michigan, and has an M.A. in English from San Francisco State University. She designs and conducts writing seminars for corporations, government agencies, and colleges.

Barbara also writes and edits technical material, having been employed in the past as a technical writer, writing and editing handbooks for the U.S. Department of Defense.

In Writing and Editing Professional Journal Articles, employees are taught how to write an abstract, how to organize the first draft, and how to refine the idea so that it can be communicated in scientific yet understandable language. "Most people in the professions read the beginning of documents and, maybe, the end," comments Barbara. "If you do not get what you want to say up front, you are not going to have a reader."

HEALTH AND SAFETY PROGRAMS

Rape Prevention Education

Leslie Simon
UCSF Coordinator
Rape Prevention Education Program
Dates and times given upon request

Our Rape Prevention Education Program serves the UCSF community, students, staff, faculty, and neighbors, including those at off-campus facilities, by providing education and information on topics related to sexual assault. The coordinator offers a free 90-minute personal safety discussion group on safety awareness, myths and realities about sexual assault-related resources, and self-defense options. Training workshops and special information workshops provide inservice training for police, medical workers, emergency room staff, and all professionals and paraprofessionals on campus who might work with people who have been sexually assaulted. A small collection of books and articles on sexual assault is available for reference. For information, contact the Rape Prevention Education Program, Women's Resource Center, X65222.

Stress Management Overview

Bruce Flynn, M.S., C.R.C.
Coordinator
UCSF Employee Rehabilitation Services
9035 Friday, February 24
8:30 a.m. - 12:00 noon
Fee: $5

This four-hour introductory seminar offers practical suggestions as to how employees can control the stress they experience in their day-to-day working lives. Stress management skills allow workers to retain the necessary qualities of enthusiasm and spirit while reducing the negative performance effects that result from anxiety, frustration, confusion, and anger. The employee who has learned to manage stress works with a greater sense of confidence in his/her ability to handle problems as they arise. Continuing education credit is available to nurses who attend this workshop.

Save-A-Heart CPR Course

Gary Barton
UCSF CPR Coordinator
Sign up for courses by calling X61817
Course offered twice a month
Fee: $20

Cardiopulmonary resuscitation (CPR) is a life-saving technique which allows you, the rescuer, to keep someone alive whose lungs and/or heart have stopped working due to accident or illness. Those attending the save-a-heart course will learn through a combination of self-paced individual study and hands-on practice. At the completion of the course, participants will be able to:

☐ Employ assessment skills and verbalize the victim's condition
☐ Demonstrate mouth-to-mouth breathing, chest compressions, and choke-saving skills on a training mannequin
☐ Activate the emergency medical services system

AIDS in the Workplace

San Francisco AIDS Foundation Consultant
9033 Wednesday, January 18
1:30 - 3 p.m.
9034 Wednesday, March 22
1:30 - 3 p.m.
No Fee

Are you an employee frightened of getting AIDS on the job, or concerned about how to support a co-worker with AIDS? Are you a supervisor or manager confronting the possibility of AIDS in your department? Then this workshop is for you.

In this workshop, you will learn:

☐ How leading Bay Area workplaces are handling AIDS
☐ The latest information about AIDS transmission, prevention and treatment
☐ How to locate further resources related to AIDS in the workplace

Unit Stress Assessment/ Education Services

Bruce Flynn, M.S., C.R.C.
Coordinator
UCSF Employee Rehabilitation Services
To arrange, contact instructor at X62621

How aware are you and your employees of the origin and nature of stress; its effects on health, productivity, and job satisfaction; its relationship to burnout? Specialized services are available to departments or units, which can help employees identify the stresses in their work lives, assess stressor patterns within the unit, and offer suggestions as to how the effects of these stresses may be amended. Through this process, the unit creates a more cohesive, and less stressful, work environment.

EMPLOYEE DEVELOPMENT

Self-Assessment for Career Planning

Susan Eveleth
Career Development Specialist
UCSF Personnel Department
9039 Thursdays, March 16, 23, 30, April 6, 8:30 a.m. - 12 noon
Fee: $10

In this workshop you will have the chance to define and examine your work-related values, skills, and interests, to explore alternative career options, and to determine realistic career goals. The Strong-Campbell Interest Inventory is used to show you which of your interests match with members of various occupational groups. Individual counseling sessions conclude the series. The four sessions are sequential and participants who cannot attend all four sessions will be asked to register for a later series. As a result of this workshop, you will be able to:

☐ Identify your own career values
☐ Assess your interests using the Strong-Campbell Interest Inventory
☐ Identify the functional skills you currently use in your job
☐ Analyze your present job for future career development
☐ Prepare a realistic action plan

Time Management at Work

Neuritsa Lancaster
Consultant
9040 Wednesday, February 22
9:00 a.m. - 4:30 p.m.
Fee: $20

Time is a unique and critical resource. It cannot be turned on and off; it is irretrievable. Therefore, time management is an essential skill for staff at all levels. This one-day workshop offers you an opportunity to assess your use of time and to learn practical techniques for effective time utilization, especially in the work environment. By participating in this workshop, you will be able to:

☐ Determine present priorities and long-term objectives
☐ Identify high payoff goals
☐ Manage conflicting priorities
☐ Minimize and deal with interruptions
☐ Identify and reduce time wasters
☐ Reduce procrastination
☐ Say "yes" or "no" more appropriately
☐ Delegate responsibility
☐ Reduce the crisis management approach to dealing with tasks

Continuing education credit will be available for nurses who attend this workshop.

Career Directions at UCSF

Susan Eveleth
Career Development Specialist
UCSF Personnel Department
& UCSF Personnel Department Staff
9037 Tuesdays, January 17, 24, 31
8:30 a.m. - 12 noon
Fee: $5

Setting realistic career goals, assessing work options within your organization, and taking positive action in your own behalf are difficult steps in the career development process. This three-part course encourages participants to create appropriate career development strategies for themselves at UCSF. You will be able to:

☐ Identify essential elements for individual career assessment
☐ Conduct an analysis of the UCSF organization
☐ Learn about the hiring process, the role of the Personnel Department, and the transfer and promotion procedures
☐ Review important job search skills

Telephone Etiquette Training

Cindy Sonnenberg/Dorie Brannigan
Communication Consultants
9041 Wednesday, February 1
1:30 - 3:30 p.m.
Fee: $5

Often, the first time you meet a person in business is over the telephone. The image you project over the telephone is the image that callers have of you and your department. Knowing how to use your telephone system to make a good impression can improve your job performance. The class is designed to teach you proper etiquette techniques to improve your telephone image. The training also provides useful information on how to correctly use your telephone system.

Coping with Difficult People

Linda Brubaker
Organizational Communications Consultant
9036 Thursday, January 19
8:30 a.m. - 4:30 p.m.
Fee: $20

One or more of the people you have to interact with has become a thorn in your side. You want to know if there is anything you can do to improve the situation: to turn it around if possible; but if not, to mitigate its effects on you. In this one-day, problem-solving workshop, you will develop a strategy for handling a specific problem situation that you are facing, using the principles of assertive communication. You will be able to:

☐ Describe the problem behavior
☐ Review common patterns of difficult behavior
☐ Practice key communication skills for coping with patterns of difficult behavior
☐ Outline an action plan for handling your specific situation

Continuing education credit will be available for nurses who attend this workshop.

English as a Second Language

Geri van Engers
ESL Consultant
9038 Tuesdays & Thursdays
January 10 through March 23
12 noon - 1 p.m.
Fee: $40

Build confidence in your use of English in a relaxed and supportive setting. This course gives you the opportunity to:

☐ Strengthen your command of English grammar
☐ Learn to express yourself and your ideas comfortably
☐ Learn to recognize and correct errors
☐ Build your knowledge and comprehension of commonly used phrases and expressions

Through a variety of class activities designed for the non-native speaker in a workplace environment, you will be able to practice and improve your skills in:

☐ Oral communication
☐ Pronunciation
☐ Listening comprehension
☐ Reading
☐ Writing

Class activities will include lectures, discussion, in-class assignments, and slide shows, to name a few. Course materials will be provided by the instructor. Students are encouraged to bring a notepad and their lunch to class.

Contracts and Grants Workshop

Instructors are from the Contracts and Grants Office. They are from left to right, Edward DiPesa, Assistant Contracts and Grants Officer; Amy Ash, Assistant Contracts and Grants Officer.

SPECIAL PROGRAMS AND SERVICES

Career Development Services

Career Development Services provide a variety of ways in which employees can assess their values, skills and interests, and develop strategies for realistically coping with their work environments. Workshops are available to help participants examine career directions and explore career options. In addition, employees can schedule individual counseling sessions with a Career Development Specialist to discuss career decisions. Supervisors who want to help employees plan and develop their job potential can also meet with the Career Development Specialist. The focus of these services is on the needs of UCSF working adults to clarify their own information, to promote self-advocacy, and to encourage productivity in their work life. Contact Susan Eveleth, X64032.

Course Design and Consultation Services

The Development and Training Division can assist your organizational unit with training program design. We can help you devise your own training class, or locate outside professionals who can tailor programs to meet your specific needs.

We can also bring the programs advertised in this insert to your department on request.

Finally, we can administrate and/or advertise training programs created by your unit. Please call Gayla Tyson at X64032 for further information on these services.

Literacy Training

A number of agencies in the San Francisco Bay Area provide literacy training services. If someone in your unit needs literacy skills (i.e., basic reading and writing for English-speaking adults), contact Project Read at the San Francisco Public Library at 621-7323 for further information. Or, if you have literacy training issues you would like to explore, call Gayla Tyson, Development and Training Division: X64032.

Reduced Fee Enrollments

A regular status employee* in a career position who meets the admission requirements of the University is eligible to attend regular session UC courses under the Reduced Fee Enrollment Program. This program provides for two-thirds reduction of both the University Registration Fee and the University Educational Fee for up to nine units or three regular session University of California courses per quarter, whichever is greater. University Extension courses and Development and Training courses are not covered through this policy. Contact Pat Coleman, X61563, for Reduced Fee Enrollment forms.

*Regular status employees are those who have completed the probationary period in a career position at 50% or greater time.

Supervisor's Training Program

Instructors are from a variety of UCSF units. They are, front row left to right: Shirley Carpenter, Manager, Employment Division; Susan Eveleth, Career Development Specialist; Sharon Schulte, Worker's Compensation Claims Coordinator; Rufus Battles, Manager, Patient Services; Elba Clemente-Lambert, Senior Labor Relations Analyst; Rachel Bernstein, Coordinator, Technical Assistance, Affirmative Action/ Equal Opportunity.

Back row from left to right: Gayla Tyson, Assistant Personnel Director and Manager, Development and Training Division (Lead Instructor); Joe Mattox, Director of Employee Support Services; Julius Katz, Manager, Employee Relations Division; Maura Hopkins, Nurse Manager, Intensive Care Unit; Kyra Janssen, Manager, Quality Assurance Program.

FOR DEVELOPMENT AND TRAINING INFORMATION CALL OR WRITE

Gayla Tyson, Division Manager
Susan Eveleth, Career Development Specialist
Gail Banish, Administrative Assistant
Ric Wilson, Program Assistant
Eivind Sukkestad, Data Processing Specialist
Box 0834
San Francisco, CA 94143-0834
(415) 476-4032

AFFIRMATIVE ACTION STATEMENT

In accordance with applicable Federal laws and University policy, the University of California, San Francisco does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, sex, sexual orientation, age, or handicap. Inquiries regarding the University of California, San Francisco's equal opportunity policies may be directed to: Affirmative Action/ Equal Opportunity Office, University of California, San Francisco, (415) 476-4752.

ENROLLMENT PROCEDURES

Enrollment is on a first-come, first-served basis. Classes are limited to a suitable size, and are for **UCSF employees only.**

1. Promptly fill out the Enrollment Application, **ONE PARTICIPANT AND ONE CLASS PER APPLICATION**, and return to the Development and Training Division, Box 0834.

2. If dates and times for the courses you choose are not specifically provided in this insert, please enroll in the course anyway. Development and Training will contact you when a date and time have been determined.

3. If your department is to be recharged, the budget number, budget authorization signature and your supervisor's signature is required. If you attend the course on your own time and pay your own fees, these signatures are not required. Checks should be made payable to the **UC Regents and dated the first day of the course** for which you are applying.

4. A letter confirming your enrollment and class location will be sent to you two weeks before the class is held. If you have not received a confirmation letter at least one week before the class, please call us immediately at X64032.

5. If the class is filled you will be placed on the waiting list and notified by mail. If you have not received notification one week before the class begins, please call us at X64032.

CANCELLATION POLICY

If you determine you cannot attend a class, please call the Development and Training office immediately to let us know, so that we can schedule another interested participant into your slot. In order to receive a cash or departmental refund, the Development and Training Division requires that cancellations be made **2 full working days** in advance of the scheduled class.

WAITING LISTS

Waiting lists are only valid for the current Winter quarter. If you were put on a waiting list in the Fall quarter, you must re-apply to the class this quarter (Winter).

Please cut along the dotted line.

ENROLLMENT APPLICATION
DETACH AND RETURN TO:
DEVELOPMENT & TRAINING, BOX 0834

(please print or type)

One participant and one class per application. An application is required for enrollment even when there is NO FEE for the course. Refunds on cancelled courses are made only if cancellation occurs TWO full days before the course is held.

Current Date _____
Course Title _____ Session Number _____
Applicant's Name _____ Phone Ext. _____
Job Title _____ Mail Stop (Box) _____
Department Name _____
Employee Identification Number _____
Fee $ _____
Paid by: (check one) ☐ Dept. _____ ☐ Personal Check To "UC Regents"
Check # _____
Check attached and dated the FIRST day of the course. ONE CHECK PER COURSE PLEASE.

Department Budget No. _____ - _____ - _____
Budget Authorization Signature _____
Supervisor's Signature _____

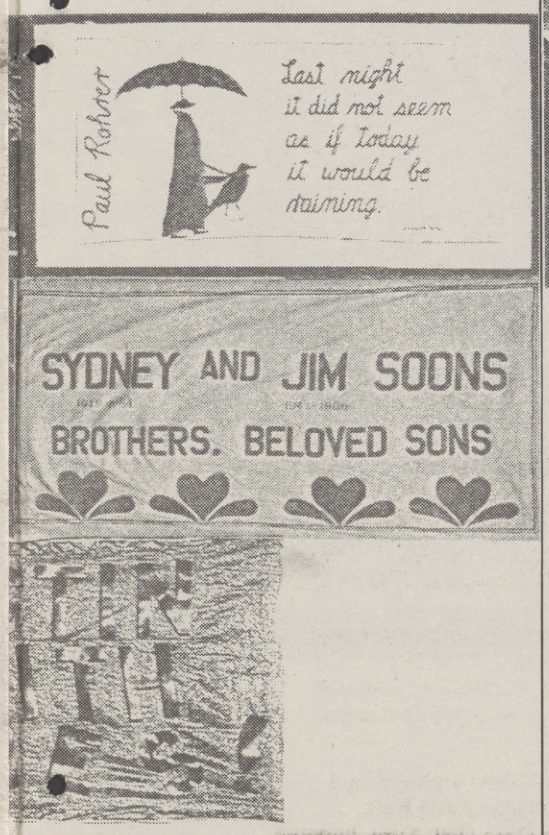
Photocopy this form if you need more copies.

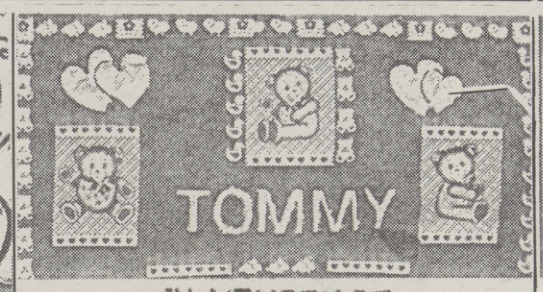
December 3-16, 1988

WEEK CONTINUES

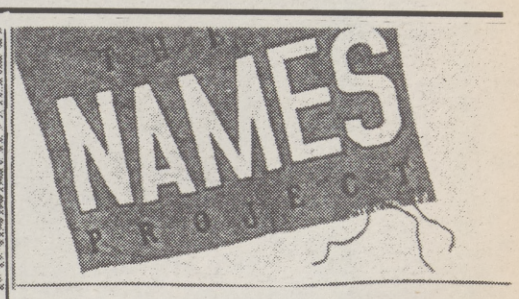
reness & knowledge of AIDS. For more details see

- Wed., Dec. 7: *Care for AIDS Care Givers: Professionals, Volunteers & Loved Ones.* Ctr. Attitudinal Healing & UCSF AIDS Hlth. Proj. Toland Hall. 5:15-6:15 p.m.
- Thurs., Dec. 8: *Where Can Employees Turn When Touched by AIDS?* UC Benefits Office. HSW 301. Noon.
- Thurs., Dec. 8: *Exploring the Heart of Healing.* Stephen Levine & Ram Dass video on how to provide support to people with life-threatening illnesses. Laguna Honda Schl. Confr. Rm. 5:30-7:30 p.m.
- Fri., Dec. 9: *We Bring a Quilt.* Cleve Jones, Names Project. HSW 301. Noon.





IN MEMORY OF
DARWYN L. SCHROEDER
LOVE IS MAGIC IN OUR MINDS,
IT WILL GROW STRONGER
THROUGH ALL OF TIME.



13 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Cnfr. Rm., 6th Fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Esthetic Contouring of the Craniofacial Soft Tissue.* Douglas Ousterhout, Surg. C 701. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS. Carr Aud., SFGH. 8-9:30 a.m.

OB/GYN & REPRODUCTIVE SCIENCES GRAND ROUNDS: *Autologous Blood Donation & Transfusion.* Pearl Toy, Lab. Med. S 1364. 8 a.m.

PSYCHIATRY GRAND ROUNDS: *AIDS Education on Psychiatry Units.* Jerrold Polansky & Lynn Ponton, both Psychr. LPPI Aud. 11 a.m.-noon.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

HIV+ SUPPORT GROUP: An anonymous weekly group for UCSF employees who have tested HIV positive but have not developed symptoms of AIDS or ARC. Noon. Call facilitators Marty Kortebein or Bruce Flynn, x62621.

OBSTETRICS/PEDIATRICS & ANESTHESIOLOGY CONFERENCE: John L. Kitzmiller, Ob/Gyn; Roderic H. Phibbs, Ped. & CVRI; Sol Shnider, Anes. & Ob/Gyn. M 1486. Noon.

JEWISH WOMEN'S SUPPORT GROUP: For Jewish women working or studying at UCSF. A 326. Noon-1 p.m.

KARL F. MEYER LECTURE

The Role of Cross-Reactive Antigens in the Pathogenesis of trypanosoma cruzi *Infections.* Harvey Eisen, Molec. Bio.-Immuno., Fred Hutchinson Cancer Res. Ctr., Seattle. HSW 301. 4 p.m.

SFGH GI-MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

NEUROLOGY GRAND ROUNDS: Stephen M. Sagar, Neuro. S 664. 5-6 p.m.

14 Wednesday

MORNING MEDITATION: Relaxation, meditation, reflection & prayer for ourselves, others & our planet. N 733. 7-7:45 a.m. For more information call the Landberg Center, 564-3515.*

PLASTIC SURGERY GRAND ROUNDS: *Problem Cases.* Carlos Porchat, Plast. Surg., U Rio de Janeiro, Brazil; Richard Bruneteau, Al Oliva & James Anthony, all Plast. Surg. Toland Hall. 7-8 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call coordinator Michele Hinojosa, x61662.

DERMATOLOGY GRAND ROUNDS: *Prostaglandin Update.* Marc Goldyne, Derm. HSW 301. 8 a.m.

ENDOCRINE GRAND ROUNDS: *Abnormalities in Cholesterol Ester Transfer & Lipoprotein Composition in Insulin-Dependent Diabetes Mellitus.* John D. Bagdade, Med, St. Luke Med. Ctr., Chicago. M 1486. 8:30 a.m.

BROWN BAG LECTURE SERIES: *Working & Living With Difficult People.* Nicole Schapiro. HSW 300. Noon. Call x64394.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon.*

HEAD & NECK TUMOR CONFERENCE. A 723. 1-3 p.m.

PHYSIOLOGY/ENDOCRINOLOGY/CELL BIOLOGY/PHARMACOLOGY SEMINAR: *Myoblast Lineages & Specification of Muscle Fibers During Development.* Frank Stockdale, Stanford. HSW 300. 4 p.m.

VASCULAR SURGERY GRAND ROUNDS. 7 Long Solarium. 4-5:30 p.m.

CHILD NEUROLOGY CONFERENCE. S 664. 4:30 p.m.

TRISERVICES CARDIOLOGY CONFERENCE. L 1361. 4:30-5:30 p.m.

SFGH GI-MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

PATHOLOGY GRAND ROUNDS: *Unusual Lung Tumors.* Charlie Lombard, Path., Palo Alto-VAMC. HSW 508. 5:30-6:15 p.m.

SF HISTORY CLASS: A series of free classes taught by historian Charles A. Fracchia. Toland Hall. 7:30-9:30 p.m.*

15 Thursday

MEDICAL GRAND ROUNDS: Clinical Pathological Conference. Lloyd H. Smith, Med. Toland Hall. 8-9 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

PEDIATRIC GRAND ROUNDS: *Pediatric Preventive Cardiology II: The Normal Child, Pediatric Care Providers & the Cholesterol Mania.* Peggy Tun, Ped. S 664. 8:30-9:30 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *International Occupational Health Organizations.* Charles Hine, Env. & Occ. Med. S 30. 9 a.m.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

LPPI HOLIDAY RAFFLE

Langley Porter's annual holiday grab bag raffle for the Patient Benefit Fund. LPPI lobby. 11 a.m.-3 p.m.*

ANATOMY SEMINAR: *The Role of Thalmic Neurons in Petit Mal Epilepsy: Speculations & a New Hypothesis.* David Prince, Neuro. HSE 1309. Noon.

NEURO-ONCOLOGY TUMOR BOARD. L 34. 12:30-1:30 p.m.

CRI-HEMATOLOGY/ONCOLOGY GRAND ROUNDS: Joel Picus, Onc., Stanford. M 1296. 1 p.m.

CLINICAL ONCOLOGY CONFERENCE. M 1296. 2 p.m.

NEURORADIOLOGY GRAND ROUNDS. HSW 303. 4-5 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1161. 4-6 p.m.

ORTHOPEDIC SURGERY STAFF CONFERENCE. A 630. 4-5 p.m.

PRIMARY CARE GRAND ROUNDS: *Update on Newer Antibiotics.* Joe Guglielmo, Pharm. A 455. 4:30 p.m.

NEUROSURGERY GRAND ROUNDS. HSW 302. 5:15-6:30 p.m.

RADIOLOGY GRAND ROUNDS: *Cardiac Radiology.* Erik Carlsson, Radiol. HSW 301. 5:15-6:15 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A116. 6 p.m.*

COMMUNITY HEALTH TALK: *The Chemical Environment & the Skin.* Howard Maibach, Derm. HSW 300. 6-7:30 p.m.*

PLASTIC SURGERY LECTURE/DINNER MEETING: *Pediatric Plastic Surgery.* John Reinisch, Plast. Surg., USC. Faculty Club. Dinner 6 p.m. Lecture 7 p.m. $20. Call x63062.

RADIATION ONCOLOGY VISITING PROFESSOR

Chiu-Chen Wang, professor & head, Radiation Medicine, Massachusetts General Hospital.

- Thurs., Dec. 15: *Accelerated Hyperfractionation Radiation Therapy for Cancer of the Nasopharynx.* Harris' Restaurant, 2100 Van Ness. Reception 6 p.m. Lecture 7 p.m. Dinner 8 p.m. $50. For reservations call Margy Britton, x64815, by Mon., Dec. 5.
- Fri., Dec. 16: *Management of Stage I & II Cancer of the Oral Tongue.* U 142. 8 a.m.

16 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

CIRCLE OF SISTERS: Weekly support group for black women working & studying at UCSF. C 130. Noon-1 p.m.

REPRODUCTIVE BIOLOGY SEMINAR: *TGF-Alpha & the Control of Differentiation.* Rik Derynk, Dvlp. Bio., Genentech. M 1486. Noon.

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

HIV+ SUPPORT GROUPS

Confidential support groups for people who have tested HIV positive but have not developed symptoms of AIDS or ARC. Sponsored by UCSF AIDS Health Project.

- Weekly group for UCSF employees now meets Tuesdays at noon. Call facilitators Marty Kortebein or Bruce Flynn, x62621.
- *Positives Being Positive* groups for the community meet regularly. Call x63902.*

DEVELOPMENT & TRAINING

Call x64032.

Introduction to Spreadsheets. Mon., Dec. 5. 8:30 a.m.-4:30 p.m. & Tues., Dec. 6. 8:30 a.m.-noon. $90.

Travel Expense Processing. Thurs., Dec. 8. 9 a.m.-noon. $5.

Performance Evaluation Workshop. Tues., Dec. 20. 8:30 a.m.-noon. $5.

CONTINUING EDUCATION

MEDICINE
Call x64251 for further information unless otherwise noted.

Clinical Care of the AIDS Patient. Sheraton-Palace Hotel, SF. Dec. 5-6.

Bay Area Seminar in Surgical Pathology. Toland Hall. Dec. 8.

Management of Ocular & Periocular Malignancies. Hyatt Union Square, SF. Dec. 8-9.

Laws, Regulations & Proficiency Testing in Cytopathology. HSW 300. Jan. 12.

Sampling & Evaluating Airborne Asbestos Dust. Holiday Inn, Emeryville. Jan. 23-27. Call 642-5507.

Occupational & Environmental Medicine: Session I. Cathedral Hill Hotel, SF. Feb. 6-17. Call x65808.

Problems Related to FNA of the Thyroid Gland. HSW 300. Feb. 9.

Recent Advances in Neurology. Fairmont Hotel, SF. Feb. 15-17.

Advances in Skin Cancer Management. Ramada Renaissance Hotel, SF. Feb. 17-18.

COMPUTER CLASSES

Sponsored by UCSF Computer Center, all classes are held in U 66. Reservations required. Call x62974.

Introduction to Microcomputers. Dec. 7. 1-4 p.m.

PC Systems-1. Dec. 8. 9 a.m.-noon.

PC Systems-2. Dec. 8. 1-4 p.m.

Introduction to CMS, Part 1. Dec. 12. 1-4 p.m.

Lotus 1-2-3. Dec. 14. Part 1, 9 a.m.-noon. Part 2, 1-4 p.m.

PC Systems-3. Dec. 15. 9a.m.-noon.

Introduction to CMS, Part 2. Dec. 15. 1-4 p.m.

Introduction to CMS, Part 3. Dec. 16. 1-4 p.m.

WordPerfect, Part 1 (Accelerated). Dec. 20. 9 a.m.-4 p.m.

Advanced Lotus 1-2-3. Dec. 21. 9 a.m.-noon.

WordPerfect, Part 2. Dec. 21. 1-4 p.m.

UNIX Mail. Jan. 18 & 20. 10 a.m.-noon.

MELVYL/MEDLINE TRAINING

UCSF Library offers twice-weekly hour-long training sessions on using the MELVYL Online Catalog to search the MEDLINE database as well as Thursday seminars on basic MELVYL. Sign up at the main library entrance. Classes in HSE 245. Call x62337 for more information.

HELP ELIMINATE SCHEDULING CONFLICTS

In order to help the campus avoid conflicts in scheduling important events, the News & Public Information Services Department has a computerized calendar. It is suggested that faculty, students and staff call x61541 when they are planning an event to make sure nothing has been scheduled for that date. Please note that in order to reserve campus conference rooms and auditoriums, it is still necessary to call Millberry Union at x62571, Room Reservations at x64436, Faculty/Alumni House at x64723, Laurel Heights at x68100 or the individual school or department.

MARK YOUR CALENDARS FOR JAN. 6

Frontiers in Molecular Medicine: New Horizons in Immunology & Medicine. The 1989 Clinical Research Symposium will be held on Friday, January 6, 1-5:30 p.m. at the UCSF Laurel Heights Conference Center. For more information call the School of Medicine Dean's Office, x62342.

***Open to the public.**

Benefits/Personnel

Wearing New Hats

The Office of the Vice Chancellor-Personnel & Student Services recently reorganized, then threw a big party in Millberry Union a couple of weeks ago to reintroduce people, including several people who have new titles and/or are wearing new hats. If you attended, the above are some of the people you met. See if you can match the following names with the pictures:

- **Thena Trygstad**—Vice Chancellor, Personnel & Student Services
- **Michael Adams**—Assistant Vice Chancellor, Equal Opportunity/Affirmative Action
- **Eric Koenig**—Director, Student Relations
- **Ruby Freeman**—Director, Student Business Services
- **Randy Lopez**—Director, Staff Personnel Services
- **Joe Mattox**—Director, Employee Support Programs
- **John Beeson**—Director, Benefits & Financial Planning
- **Sandy Norberg**—Benefits Office
- **Karen Attix**—MU Arts & Lectures
- **Candy Clemens**—Graduate Student Association
- **Linda Glasscock**—Labor Relations coordinator
- **Allen Tower**—MU Recreation
- **Laura Barney Tower**—EMPACT! coordinator
- **Clown**

P.S. The people pictured do not reflect *all* the head honchos, or *all* the changes made over the past couple of years; nor do some of the pictured necessarily have anything new about their jobs. But they all represent Staff Personnel and Student Services, and they happened to be at the party when the camera was.

Jobs

The Personnel Department, located at 1350 Seventh Avenue, is open to receive applications every weekday from 8 a.m. to 5 p.m. with extended hours on Wednesdays, 8 a.m. to 6:30 p.m. Details of jobs listed below are available in the UCSF Employment Opportunities flyers. Copies are distributed campuswide and also are posted at the Personnel Office and in the main lobby of Moffitt Hospital.

Key to union codes:
AFSCME: CX—Clerical and Allied Services
EX—Patient Care Technical
SX—Service
CNA NX—Registered Nurses

Academic

The Senior Vice Chancellor Academic Affairs distributes an Academic Employment Opportunities bulletin on a monthly basis to all UCSF departments. You may obtain a complete description of open academic positions from Academic Affairs, Room U 162, UCSF, (415) 476-2529. Positions are located on the Parnassus campus unless otherwise noted.

Assistant Clinical Professor. Division of Periodontology, Stomatology. #D-107. Open until filled.

Assistant/Associate Professor. Division of Periodontology, Stomatology. #D-108. Open until filled.

Assistant/Associate Professor or Assistant/Associate Professor in Residence. Growth & Development. #D-109. Open until filled.

Professor in Residence. Fresno Central San Joaquin Valley Medical Education Program, School of Medicine. Fresno. #M-836. Open until filled.

Assistant Professor. Fetal & Maternal Medicine/Immunology, Obstetrics, Gynecology, and Reproductive Sciences. SFGH. #M-838. Open until filled.

Assistant/Associate Professor in Residence or Assistant/Associate Clinical Professor. Obstetrics, Gynecology, and Reproductive Sciences. SFGH. #M-839. Open until filled.

Assistant Professor in Residence. Division of Occupational and Environmental Medicine, Medicine. #M-840. Open until filled.

Clinical Instructor/Assistant Clinical Professor. AIDS Clinical and Research Unit, Medicine. #M-841. Two positions, A and B. Open until filled.

Assistant Professor in Residence. Critical Care Division, Pediatrics. #M-842. Open until filled.

Assistant Research Hematopathologist. Pathology. #M-843. Open until filled.

Assistant Specialist. Obstetrics, Gynecology and Reproductive Sciences. #M-845. Two positions, A and B (B is 50% time). Open until filled.

Assistant/Associate Professor. Pathology. #M-846. Open until filled.

Full Professor. Epidemiology & International Health. #M-848. Open until filled.

Assistant/Associate Professor in Residence. Division of Rheumatology & Clinical Immunology, Medicine. #M-849. Open until filled.

Assistant/Associate Clinical Professor. Pediatric Immunology/Rheumatology, Pediatrics. #M-850. Open until filled.

Assistant/Associate Professor in Residence or Assistant/Associate Adjunct Professor. Brain Tumor Research Center, Neurological Surgery. #M-851. Open until filled.

Assistant Adjunct Professor. Dermatology. VAMC. #M-852. Open until filled.

Assistant Professor in Residence. Division of Rheumatology, Medicine. SFGH. #M-853. Open until filled.

Assistant Professor of Pediatrics in Residence. Division of Pediatric Cardiology, Pediatrics. #M-854. Open until filled.

Instructor/Assistant Professor of Clinical ————. Laboratory Medicine. #M-855. Open until filled.

Assistant Professor in Residence. Diagnostic Sonography, Radiology. #M-856. Open until filled.

Assistant Research Biochemist. Cardiovascular Research Institute, Medicine. #M-857. Open until filled.

Assistant Professor. Pediatric Critical Care Nursing, Family Health Care Nursing. #N-125. Open until filled.

Assistant Clinical Professor. Emergency and Trauma Nursing, Physiological Nursing. #N-126. Open until filled.

Assistant Research Nurse. Physiological Nursing. #N-128. Open until filled.

Assistant Professor. Adult Acute Care Nursing, Physiological Nursing. #N-129. Open until filled.

Assistant Clinical Professor. Adult Acute Care Nursing: HIV/AIDS, Physiological Nursing. #N-130. Two positions, A and B. Open until filled.

Assistant/Associate/Full Clinical Professor. School of Pharmacy. #P-44. Open until filled.

Psychiatric Nursing

Clinical Nurse III. Behavioral Neuroscience Service. $2645-3190.

Clinical Nurse III. Psychiatric ICU. $2645-3190.

Clinical Nurse II. Behavioral Neuroscience Service. $15.32-17.63/hr.

Clinical Nurse II. Children's Unit. $15.32-17.63/hr.

Hospital Assistant I. Behavioral Neuroscience Service. $8.98-10.63/hr.

Clerical

Administrative Assistant III (CX). Medicine: AIDS-Oncology - SFGH. #M-C61103. $2,090-$2,513. Open Until Filled.

Administrative Assistant II (CX). Dentistry: Oral & Maxillofacial Surgery. #V-B62972. $1,837-$2,192. Open Until Filled.

Principal Clerk (CX). Animal Care/Cell Culture Facility. #V-H46838. $1,618-$1,917. Open Until Filled.

Secretary II (CX). Medicine: Cardiology - SFGH. #M-C50933. $1,618-$1,917. Open Until Filled.

Secretary II (CX). Physiological Nursing. #V-H57299. $9.30-$11.02/Hr. Open Until Filled.

Health Care

Hospital Unit Service Coordinator III (EX). Nursing. $9.80-$11.64/Hr. Open Until Filled.

Sciences & Labs

Staff Research Associate II. Medicine - VAMC. #M-C62344. $2,117-$3,175. Open Until Filled.

Staff Research Associate I or II. CVRI. #M-L52545. $1,883-$2,256 or $2,117-$3,175. Open Until Filled.

Parking Services

Parking Representative (SX). Parking Operations. #V-S53632. $8.46-$9.90/Hr. Open Until Filled.

EMPACT!

A Few Ideas for Christmas Presents

- **If you're quite poor, how about discount movie tickets.** Remember, EMPACT! offers discount movie passes to 55 theaters in the Bay Area, priced between $3.25 and $3.75, depending on how many you buy. Pick them up at the MU Central Desk.
- **If you're not quite so poor, how about See's Candy.** EMPACT! will be selling See's Candy and See's Candy-grams, December 12 through 16, noon to 2 p.m., in the Med Sci lobby. A Candy-gram comes wrapped with a Christmas ornament; and for $10 you get this, a card, and delivery to anywhere on the Parnassus campus. Limited to the first 25 purchasers each day.
- **If you're moderately rich, how about a gift certificate for a massage** by a certified massage therapist at Millberry Union. You can purchase these for $15/$18 for 30 minutes or $21/24 for an hour. (First figure is for students or MU members; second firgure is for everybody else.) Call x61115 for details.
- **If you're quite rich, how about ski lift tickets.** Outdoors Unlimited offers discount prices, $26-$29, depending on the resort. Call x62078.
- **If you're very rich, how about a trip to Africa and Paris.** Ask Mr. Foster offers a 15-day vacation for $2505. You get the Amboseli Big Game Park in Kenya, Kilamanjaro, Samburu, Lake Naburu (home to two million flamingos), Masai Mara and two days at the Hotel Concorde Lafayette in Paris. Call x60621.
- **We didn't win, show or place,** apparently, in the World Corporate Games (they're still compiling results)—but at least we competed! All four of our official contestants, Jim Sugai, Herb Jones, Brendon O'Donnell and Lee Hillman, said it was an exhilirating experience and they'd do it again if they got the chance.

Medsounds Continued

Above, disaster drill scene on 9 Long. The "deceased" is Andy Udovich, son of Volunteer Services' Sharon Udovich, and one of several students who played victim. To the left, drill coordinator Kathy Lenihan.

Disaster Drill Coordinator: Patient Care Fine, But Communication Needs Work

Last week's disaster drill, a mock earthquake leaving phones out of order, power outages and numerous mock injuries in a "patient play," showed that our patient care procedures are in order. "All injured employees and patients were able to be cared for," says Kathy Lenihan, chair of the drill subcommittee of the campus Disaster Committee.

"However, we're going to have to work on our communication across campus." The departments directly involved in the patient play—Materiel Services, Medical Records, Emergency, and 7 and 9 Long—took their signals and handled the situation, she says. But in a real situation, it's extremely important that every part of the campus is informed, involved, and ready to take part if necessary.

Part of the problem has to do with equipment. Before the next disaster drill in the spring, the committee will be reviewing and updating the radios and other communication equipment. They'll also be honing the "fanning out" system, in which a channel of communication is formed when key people call another set of people, who call another set, and so forth. "I'm also thinking of a newsletter that will precede the drill, informing the campus community what will happen, why we're doing it and what people's roles will be."

Kathy, who is head nurse for Neuro-ICU and Adult Emergency Transport and acting head nurse of CVS, is the veteran of many years as a nurse in the Army, where patient play in the field, involving as many as 200 or 300 "victims," was a fairly common occurrence.

She joined the staff here about a year ago, and took part in the coordination of the disaster drill we had the end of last spring. The drill last week was her first time as coordinator, and while she won't say things went perfectly, she's pleased that problems were identified. "They're solvable. That's what drills are all about. The more practice, the more prepared we'll be if the real thing hits."

Off to Greece on a Yacht: Sports Injury Clinic Success Story

Dimitri Manesis of Novato, who set sail in September for Greece as the skipper of a luxury yacht, calls this a dream job that a few years ago he didn't think was possible. He's thanking ACC's Sports Injury Clinic.

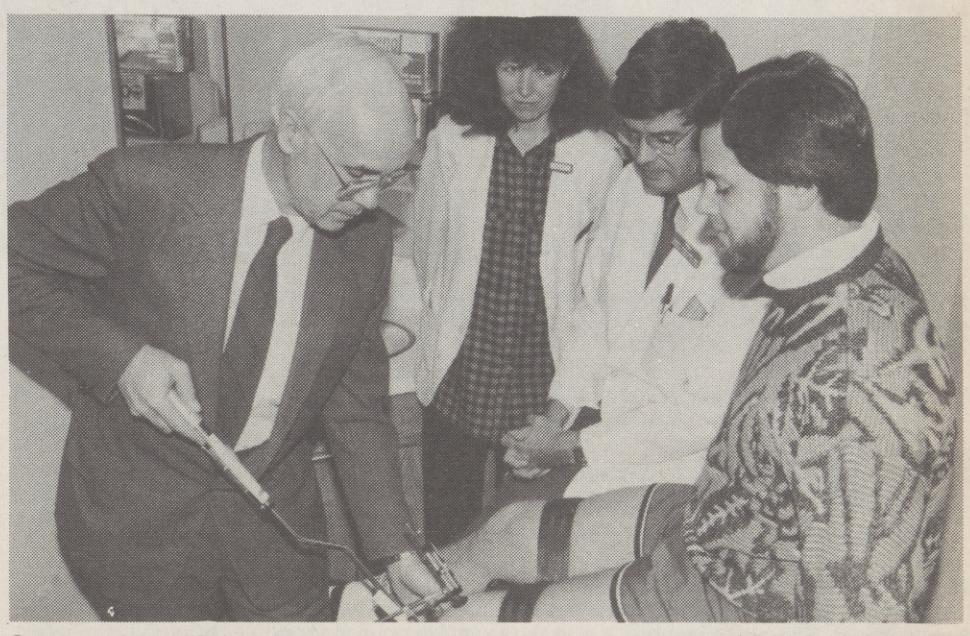
A knee injury from high school football continued to plague him, and his knee would often "go out"—leaving him so disabled that on one sailing trip he was forced to crawl across the deck.

An avid athlete, he saw several doctors who offered varying diagnoses. Ultimately he was referred to our UCSF Sports Injury Program, a subsidiary of ACC's Orthopedics Clinic. Diagnosed with a torn anterior cruciate ligament, Menesis underwent arthroscopic and open knee surgery to replace the torn ligament with tissues from the knee-cap tendon. For nine months after the procedure, he followed a program of physical therapy. Now his only reminder of the injury is a slight stiffness in the knee joint, and he is again active in his favorite sports.

The majority of sports injuries occur in the knee, says W. Dilworth Cannon, the new chief of UCSF's Sports Injury Program. Runners commonly suffer from knee cap problems brought on by chronic stress to the joint, while contact sports players most often tear ligaments and/or cartilage. Although the clinic specializes in conditions of the knee and shoulder, including dancers' injuries and problems resulting from aerobic workouts and use of exercise equipment, the program is set up to treat any type of sports-related injury.

Since January, the program has quadrupled in size, says Cannon—with four clinics a month instead of two, and each clinic handling twice the patient load as before. "Despite this growth and the number of success stories coming out of this clinic," he says, "I'm still running into people who have no idea that a sports medicine facility exists here. Patients are being referred elsewhere by our own faculty. I think it's time to get the word out."

For further information, call x62852.



Sorry, no photo of Dimitri. He already set sail for Greece. But how about meeting the members of the Sports Injury team: Dr. Cannon, shown using a "knee laxity tester," an instrument of his own design, to test a patient's knee stability; physical therapist Kathy Harrison and orthopedist Harry Jergesen. Scott Dye, MD, (not pictured) is assistant director of the program.

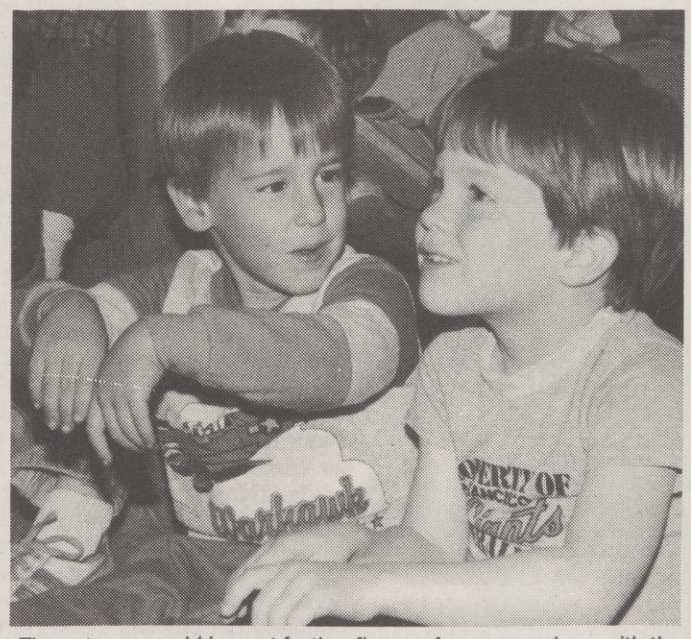
50 Ways to Be a Winner (or) Sorry, We Can't Print Any More Long Lists in Medsounds

No more long lists. That's what the boss said.

"But we don't have any other way of publicizing the winners of the raffle prizes," said the members of the United Way committee.

Fortunately, the boss is on vacation. Here's one last long list:

- 6 Long Surgery's Mary Jackson won the scooter ride with management fellows Anne Cadigan and Michelle Johnson.
- Accounts Receivable's Andre Belarmino won a potted plant from Nutrition & Dietetics' Teresa Daguio. Teresa says she was inspired to make this donation because *she* won a plant in last year's raffle. It gave her so much enjoyment over the past year, she decided to provide someone else with such pleasure. (She didn't donate the same plant.)
- Sam Parker from the Cashiers Office won a weekend's lodging in a ski cabin (for 10 people) from ACC Clinic's Kathy O'Brien.
- Clinical lab's Marilyn Coward won dinner for two at Chez Panisse from the clinical nurse specialist group.
- Patient Escort's Lynn Bowlegs won a handmade teddy bear from Accounts Receivable's Rufus Battles.
- Environmental Services' Lawrence Redmond won a fresh turkey from the Laundry's Jim McCullough.
- Pharmaceutical Services' Hieu Dang won a gift certificate for a night's stay at the Benbow Inn in Garberville from Sue Flanagan and the Maternal-Child Health nursing division.
- ICU's Evelyn Bailey won a $50 gift certificate to Nordstrom from Jane Hirsch.
- Nutrition & Dietetics' Terri Hayes won a night at the Cliff Crest Bed & Breakfast in Santa Cruz from Linda Mann and the Med/Surg nursing division.
- ICU's Jodi Akin won a dinner for two at Silk's from Barbara Norrish and the Critical Care/Surgery nursing division.
- Nursing Administration's Pauline Chin won 10 movie passes from Kirby Maples.
- Materiel Services' Lyn Ngau won a dinner for two at any SF restaurant with Helen Ripple from Helen Ripple.
- Nutrition & Dietetics' Robert Yu won dinner for two at the famous Nepenthe restaurant from Dan Shydler.
- ACC's Phil Yamahiro won 10 tapes from John Waldman's very large live concert tape collection.
- Clinical labs' Oscar Gutierrez won two tickets to the SF Opera from Richard Roginski.
- Susan Wong from ACC Transfusion Services won two nights at the Point Reyes Seashore Lodge from Bill Kerr.
- Clinical labs' Angelo Chualong won a case of vintage wines from Jackie Kuhn.
- Clinical labs' Winnie McKinney won a day of maid service from Karen Akerson.



These two munchkins put forth a fine performance, along with the entire MRL Child Care Study Center Chorale, at the Med Center United Way party.

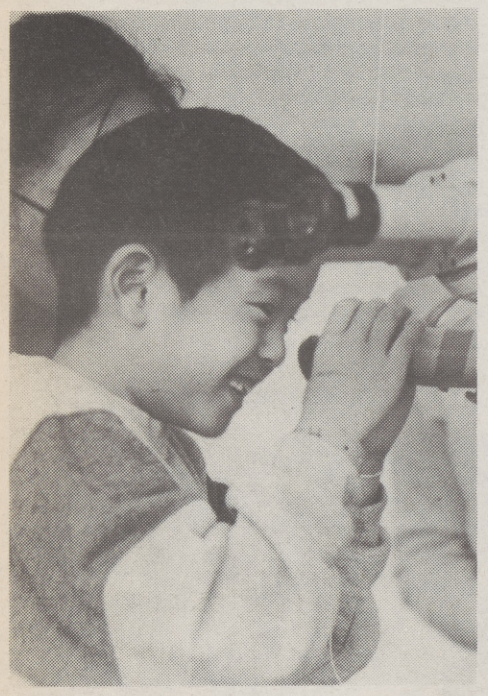
- Hospital Accounting's Susan Lee won a $25 gift certificate to Macy's from Mary Jane Allison.
- Clinical labs' Maryanne Bergstrom won four tickets to the Ice Capades from Maggie Bryan.
- Clinical labs' R.A. Marques won a guided tour of the Pacific Stock Exchange from HISD's Duane Brown.
- HISD's Dan Yee won a case of Chardonnay from the Koret Family House.
- Accounts Receivable's Derek Howes won two bottles of French wine from Planning & Marketing's Reece Fawley.
- Patient Escort's T. Wheeler won a bottle of champagne from Jim Fink.
- Radiology's Bill Wong won a $15 "Say Cheese" gift certificate from Maureen Ford.
- Respiratory Care's Rene Mario won two tickets to the SF Symphony from OR's Linda Groah.
- CCU's Sue Huang won an hour of horseback riding lessons from Marty Gustafson.
- GM IV's Sandra Rhodes won two nights' lodging for her pet at the Vineyard Pet Lodge (or a chocolate cheesecake) from Planning & Marketing's Joan Hankin.
- Clinical Lab's Tessie Beltran won two Danish cookbooks from Leona Hansen-Nealey.
- Accounts Receivable's Ampy Carracedo won a gift certificate for a massage at MU from HISD's Liz Hughes.
- Medical Records' Jep Poon won a fettucini pesto dinner from PICU's Susan Janvrin.
- Pharmaceutical Services Marsha Martin won a homemade pecan pie from Utilization Review's Chris Melanson.
- Accounts Receivable's Lois Wong won a $10 gift certificate to Nordstrom from Joanne Pehkonen.
- Respiratory Care's Lillian Fifer won a packed picnic basket from Planning & Marketing's Patty Perry.
- Pneumatic Tube's Harold Lynch won two bottles of wine from the Surgery Center's Betty Pingree.
- ICU's Terry DeLong won tickets to "Peter Pan" from Nuclear Medicine's Duffy Price.
- Radiology's Vesta March won a gift certificate for three massages from Administration's Rosanne Rappazini.
- Administration's Ron Schumacher won a batch of almond candy from Budget & Reimbursement's Valerie Rinkle.
- HISD's Enrique Zayas won a homemade cheesecake from Accounts Receivable's Bob Rush.
- Budget & Reimbursement's Charles Taylor won two bottles of cream sherry from his colleague Eric Saltmarsh.
- 7 ICU's Dannett Scott won eight hours of computer instruction from Administration's Ron Schumacher.
- Materiel Services' Hattie Shaw won four dozen chocolate chip cookies from Administration's Susan Semonoff.
- Physical Therapy's Susan Stein won a $25 Emporium-Capwell gift certificate from Jesse Stephens.
- ACC Administration's Merlin Richardson won a $10 Auntie Pasta gift certificate from Budget & Reimbursement's Charles Taylor.
- HISD's B. Schultz won a gift basket from Crabtree & Evelyn from ACC Administration's Wayne Taylor.
- PCRC's Marian Flynn won a flower arrangement from You See Flowers' Julie Ott.
- Pain Management Clinic's Carolyn Taylor won a variety of choices from Steve Downs.

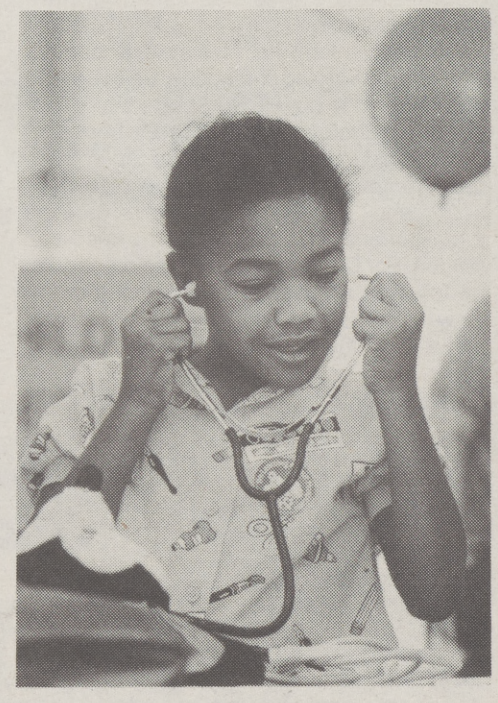
P.S. The results aren't in yet on the total United Way contributions for the campus and the Medical Center. We'll print something as soon as we know something.

UCSF Medsounds

Volume 3, Number 21 December 3-16, 1988

Hello, Future Health Care Workers





Above, young faces among the crowd at the Health Fair. Above right, faces among the crowd at the career fair: Jefferson High School student and future nurse Brenda Tuoto (center), her friend Rita Vergara and one of the hosts, anesthesia workroom supervisor Troy Haynes.

As the health care providers of today, are we interested in inspiring the next generation to follow suit?

And do younger generations have an interest in what we do as health care workers?

"Yes!" appears to be the resounding answer to both these questions, based on staff participation and community attendance at two recent events, the UCSF Children and Family Health Fair on November 5 and the "Careers in Health" job fair on November 16.

The Health Fair, which traditionally features "learn by doing" activities for young children, attracted *5,000 visitors* by the best estimates. The purpose of this event is as much about preventive health education as it is anything, but with booths representing over 60 campus and Medical Center departments, what more logical place could a career seed be planted?

And the job fair, which in its third year doubled in participation and completely filled up Cole Hall with high school age career seekers, certainly was a tangible measure of abounding interest from both sides of the career fence.

Naturally, it's fun and rewarding to open the doors and welcome the community in this huge manner. But naturally, it doesn't happen without a lot of people working hard to make it happen. The applause goes to hundreds of volunteers and some very committed committee-ites:

Health Fair Committee

- Sylvie Khajenoori and Bob Saum, chairs
- Adrianne Burton
- Corinna Kaarlela
- Desmond Barry
- Ellen Call
- Sue Flanagan
- Suzanne Gottschalk
- Leona Hansen-Nealey
- Pam High
- Lori Howell
- Leon King
- Vicky Kleeman

"Careers in Health" Committee

- Catherine Wittenberg, chair
- Jane Hirsch
- Linda Mann
- Lynda Purves
- Kathleen Brown
- Jim Fink
- Sue Hamill
- Earl McCowen
- Leon King
- Micaela Presti
- Susan Barbour
- Marilyn Rajokovich
- Debbi Yano-Fong
- Ellen Call
- Helen Ripple (sponsor)

Let's Hear It for Leonard Andruski

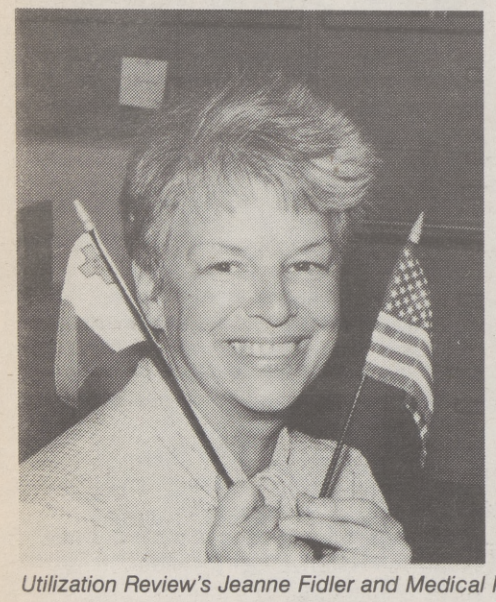
Mikkel Aaland

Those who have worked on the Children and Family Health Fair in years past can appreciate why Leonard Andruski was made honorary chair of this year's event. He always did so much of the work! Not only for the Health Fair, but for just about every Medical Center event, no matter how big or small.

Leonard, who is on medical leave from Building Management, made an appearance at the Fair long enough to be recognized by Chancellor Krevans on behalf of Bill Kerr; accept several City and State proclamations on behalf of the Health Fair Committee; and, he adds, "blow up balloons for an hour and a half." See? Even when he's the guest of honor, he can't help pitching in.

Pictured applauding Leonard, along with Chancellor Krevans, is Sharon Johnson from the Mayor's office.

Okay! Here's the Christmas Challenge: Decorate Your Unit Like the United Nations



Utilization Review's Jeanne Fidler and Medical Records' Annie Shaw offer ideas.

For everybody who so cleverly interpreted last year's "Victorian Holiday" theme, here's this year's challenge: "United Nations."

Apparently, this theme means you can bring any or all countries into your decorating scheme. For instance, if there's someone in your unit who originally is from another country, or is familiar with holiday customs in another country, this could be a fine opportunity for this person to share his or her ethnic background.

In order to qualify for the judging and prizes, you have to state your intention to decorate by this Monday, December 5. Then, you have until next Friday, December 9, to get your department ready. The judges will be coming around between 9:30 and 11 a.m. that day.

If you didn't get an entry form, send your department name, contact person, campus address and extension to "Holiday Judging," c/o Star Deppe, M-01, Box 0200.

If you have questions, call your decorating committee representative: Ann Shaw (ACC), x61623; Cindy Lima (CED), x66796; or Star Deppe (Long/Moffitt), x65716.

Naturally, we'll photograph some of the better efforts, and maybe even publish some of them.

More holiday calendar items:

- **Now through Friday, December 9—Toy Drive.** This year the drive will benefit children here at the Medical Center. The coordinators are asking for *new, unwrapped* toys only, please. The barrels are located in the ACC lobby, CED lobby, UC Hospital lobby, Volunteer Services at L 119A, or Laundry Administration at Oyster Point. If you have questions, you can call Toy Drive committee members Jeanne Fidler at x63261 or Julie Milham at x63162.
- **This morning, December 2—ACC and Moffitt tree trimming.** By the time you read this, the decorators will have done their duty, but stop by the respective lobbies and see what a "United Nations" tree looks like—masterminded again this year by the Beartique's Maryanne Caramanica.
- **Wednesday, December 7—Jewelry sale.** This is the Auxiliary's famous annual one-day sale in the Med Sci lobby—also known as the "Gold Sale," but that's not quite accurate, since they feature more than just gold. Furthermore, this year they'll also be offering gift baskets stuffed with wonderful things to eat. Come and do your Christmas shopping.
- **Friday, December 9—"Bearly New" Open House.** If you've never been to the Auxiliary's "Bearly New" thrift shop on Fillmore, here's your opportunity. On this day in December, a shuttle will run back and forth between the Medical Center and the shop from 11 a.m to 2 p.m., so you can go check it out during your lunch hour. They're having a holiday open house featuring Christmas decorations. And you're perfectly welcome to bring your good used items—clothes, toys, jewelry, hats, lamps, kitchenware, etc.—to donate.
- **Thursday, December 15—LPPI Holiday Grab Bag Raffle.** Held in the LPPI lobby from 11 a.m. to 3 p.m., the raffle will help the LPPI Patient Benefit Fund.

Buy Your Tickets for the Restaurant Raffle

Remember the big restaurant raffle the Auxiliary sponsored last spring? For $1, you earned the chance of winning breakfast, lunch or dinner for two at many local restaurants. They're having another such drawing coming up on Wednesday, December 7, during the Jewelry Sale. Here are some of the participating restaurants:

- Trader Vic's
- Modesto Lanzone's
- Stoyanoff's
- Pasquale's Pizza
- Cole Canyon Cafe
- Joann's Cafe
- The Mansion Cafe
- Schroeder's
- More to come

You can pick up your tickets now at the Auxiliary office, M 182. Buy six for $5, or 12 for $10, and give them to your friends for pre-Christmas presents (with the stipulation that they will take you along should they win). The drawing will be during the noon hour in the Med Sci lobby, but you don't have to be present to win.

P.S. You can buy raffle tickets by mail. Send your money and campus address to the Auxiliary, Box 0208. Call x64906 if you have questions on any of this.